

--- Use clean, easy-to-read font ---  
10 - 12 point font for the body of your resume

## Your Name in Large Font, Bold

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Houston, Texas 77025 ▪ 713-333-1818 ▪ [yourname@gmail.com](mailto:yourname@gmail.com)

### PROFESSIONAL PROFILE or QUALIFICATIONS SUMMARY or CORE COMPETENCIES

Create a concise, snapshot overview of your strengths and skills as they relate to the job to which you are applying. This section should be chock-full of relevant keywords and phrases as well as any significant, key accomplishments to let the employer know you are an excellent match for the position!

### PROFESSIONAL EXPERIENCE (*List in reverse chronological order*)

**Position Title in Bold**

Month Year - Month Year

Name of Company or Organization - City, State

- Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or qualifications summary (if used)
- Focus on accomplishments and results, not just day-to-day job duties
- Provide as much detail as possible to convey how your work benefited the organization
- Quantify any measurable results wherever applicable by incorporating #, %, \$, rankings, lengths of time, and frequency (daily, weekly, monthly, quarterly, yearly) to put your accomplishments in context
- Use relevant industry buzzwords and mimic the language used in the job posting

**Position Title in Bold**

Month Year - Month Year

Name of Company or Organization - City, State

- Begin each bullet point with an action verb
- If it happened in the past, make sure you write verbs in the past tense
- Avoid repetition: try not to use the same words and/or phrases over and over again
- Include any promotions or special awards or accolades earned

### SKILLS

List computer skills, software programs, lab skills, and/or language skills here: (e.g. fluent in, proficient in, conversational, basic)

### EDUCATION

**Exact Title of Degree in Major (e.g. Bachelor of Arts in Communication)**

University of Texas - Austin, Texas

Year of Graduation

**Overall GPA or GPA in Major:** (*Optional – only if 3.0 or higher*)

### TRAINING & CERTIFICATIONS (*Optional*)

List any relevant continuing education, certifications, licenses, and/or additional training you have

### AWARDS/HONORS (*Optional*)

Include any awards, honors, or scholarships

Year(s) awarded

### ACTIVITIES (*Optional*)

- Professional Association, any Title? Year(s)
- Volunteer Organization, any Title? Year(s)
- If you have held a leadership position, describe accomplishments and contributions



# RESUME CHECKLIST



| LAYOUT & APPEARANCE  | <input checked="" type="checkbox"/> |
|--|-------------------------------------|
| Is my name at the top of the page and in bold?   |                                     |
| Is all my contact information easy to read?  |                                     |
| Do I have a professional e-mail address?   |                                     |
| Is my resume an appropriate length? (no more than 2 pages)   |                                     |
| Is formatting (e.g. bold, font, bullet sizes, heading styles, capitalization, spacing, dashes, date formats, etc.) CONSISTENT throughout the resume?           |                                     |
| Are the headings and statements evenly spaced?   |                                     |
| Do I have approximately 2-6 bullet points per job?   |                                     |
| CONTENT  | <input checked="" type="checkbox"/> |
| Does my professional profile / qualifications summary / core competencies list clearly state what skills I will bring to the position and how I am a good fit? |                                     |
| Did I include EXPERIENCE, SKILLS, and EDUCATION?   |                                     |
| Did I list relevant certifications, trainings, continuing education, etc.?   |                                     |
| Do my bullet points begin with a verb? Are the verb tenses in the present tense for current jobs and in the past tense for previous jobs?                      |                                     |
| Do my bullet points demonstrate results and major accomplishments rather than routine tasks and daily responsibilities?  |                                     |
| Do my accomplishment statements illustrate the use of key skills?  |                                     |
| Did I quantify my results where applicable? (e.g. use of numbers and percentages)  |                                     |
| Is my resume completely free from spelling, punctuation and grammatical errors?  |                                     |
| Did I list my references on a SEPARATE page? (be sure to include your contact information on that separate document)   |                                     |

## ☆ KEY SKILLS EMPLOYERS WANT ☆

|                          |                        |
|--------------------------|------------------------|
| Communication Skills     | Analytical Skills      |
| Strong Work Ethic        | Interpersonal Skills   |
| Teamwork Skills          | Problem-Solving Skills |
| Initiative/Motivation    | Honesty/Integrity      |
| Flexibility/Adaptability | Technical Skills       |



## Employment Services

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