

Résumé Checklist

UT Southern Career Development

On average, employers will look at your résumé for only about six seconds. Oftentimes, they are busy with other tasks, or they have a large pile of résumés to review. Therefore, you want to be sure your résumé stands out and gives them a reason to look at it more thoroughly. Here are some tips for building a solid résumé, and a sample résumé is found at the very end of this document:

Formatting:

- Make sure you're able to fit everything onto **only one** page.
 - If you have many experiences, it is acceptable to reduce the margins from 1" down to 0.5" if necessary.
- List your name on a line by itself at the top, followed by your phone number, email address, and location.
 - Email address: This should appear professional!
 - If your personal email is from middle school and says, "dragonhunter42@gmail.com" or "hotsoccerchick11@yahoo.com," then it's not a good look.
 - Instead, use your @utsouthern.edu address or a personal email that lists your first and last name.
 - Location: Don't list your full physical address!
 - When sharing out your résumé, you are not really sure who all may see it. Therefore, list only the city, state, and zip code of your primary address.
 - Instead of 433 W Madison Street, Pulaski, TN 38478, you would simply put: Pulaski, TN 38478

Content:

- Prior to creating or editing your résumé, you should first look at the job posting to learn what the employer is looking for in who they hire.
 - Most employers today will use an Applicant Tracking Software (ATS) to electronically view applications before a human ever lays eyes on it.
 - If you don't have the skills/experiences, they will skip right past you!
 - [This website](#) offers a free ATS checker that can help you see what you're missing out on (there are several other options available online, too!).
 - When reviewing a job posting, think about your experiences and education to see what things you need to add as bullet points to your résumé to match what they're looking for!
- For students seeking their "first real job" after graduation, it is appropriate to begin with your education.
 - Once you achieve your bachelor's degree, your high school education is unnecessary and should be removed.
 - If you have multiple degrees (graduate degree, bachelor's degree, associate's, etc.), you will list your most recent degree first.

- For specific types of positions (i.e., accountants, engineers, graduate schools), they may be interested in your coursework.
 - If the job application requires you to submit your transcript, then you may remove these courses from the résumé itself.
 - If you're not proud of the GPA you have, it is acceptable to leave it off of the résumé as well (so as not to draw unwanted attention).
 - Otherwise, listing it is appropriate, "GPA 3.53/4.0"
 - Experience should also be listed with the most recent first.
 - Experience could include all part-time jobs, internships, or work study opportunities you may have had.
 - However, if you do not have any experiences (yet), you should list all clubs, sports teams, etc. that have shaped your experiences.
 - Note: If you don't have anything to list...go see [Dr. McBride!](#)
- Eliminate white space throughout your document.
 - When listing out your experiences, ensure there are sentences of information about what you accomplished that fill up the space.
 - You do not want to overcrowd the page, but you do want to maximize what they learn about you!
- You may add an optional section about your skills, but you should only list those that would be relevant to the job itself.
 - How do I know which skills are necessary?
 - Review, review, review the job posting!
- Do not list abbreviations, acronyms, etc. without first writing them out fully.
 - Use Grammarly or another spell-checking application to ensure you have not missed anything.
 - Typos make you lose credibility!
- Finally, do not list your references directly on your résumé document.
 - This was a practice in the past, but it has been phased out in recent years.
 - Some job applications will have a question about references, but the employer will only contact the references of the individual they will hire.
 - Therefore, most processes wait until their candidate has reached the final stages of the hiring process before requesting you should provide references.

Review!

- You should request several people to review and critique your résumé before finalizing it for an employer.
 - Since you want it to "pop" and grab the attention of the employer, you should gather the opinions of others.
 - We all have different preferences, so something that stands out to one person may be uninteresting to another.
 - Then, you should use the feedback you get to make a résumé you can be proud of!
- Again, your résumé should be tailored to the position you want, so you should revise it **always** to match the job posting.

Flame the Firehawk

(931) 424-7374 | flame2021@utsouthern.edu | Pulaski, TN 38478

EDUCATION

The University of Tennessee Southern Pulaski, TN
Bachelor of Science, Sport Management, GPA 4.0/4.0 Anticipated, May 20XX
Honors: Summa Cum Laude, Best New Mascot Award

Martin Methodist College (now The University of Tennessee Southern) Pulaski, TN
Associate of Science, GPA 4.0/4.0 May 2021

PROFESSIONAL EXPERIENCE

The University of Tennessee Southern Pulaski, TN
Mascot July 2021 – Present

- Developed and maintained strong relationships across 19 sports at the University and supported fellow members of the cheerleading team as they won the 2024 Southern States Athletic Conference (SSAC) Competitive Cheer Championship.
- Showcased talents in personnel support during the transition from the RedHawks to the Firehawks in 2021 with ease and ensured all stakeholders were united as we entered a new era for our athletic program.
- Managed expectations and reduced stress for coworkers during a brand refresh that saw another change in School colors and logos in mid-2024 by utilizing previous experience in brand transition and community support.

Martin Methodist College (now The University of Tennessee Southern) Pulaski, TN
Mascot August 2002 – June 2021

- Established and nurtured strong relationships with the community, providing an exceptional standard of school spirit and student-athlete support for current students, alumni, and everyone who met Martin Methodist College (MMC).
- Developed a strong rapport with the fans during events with our spectator men's and women's sports and worked with the cheer squad to boost and maintain an atmosphere to challenge our opponents at the events.
- Supported our MMC women's soccer team during their impressive run in the National Association of Intercollegiate Athletics (NAIA) championships in 2005, 2007, and 2021, including nine conference championships and two NAIA Player of the Year awards.

SKILLS

Leadership, Teamwork, Relationship Building, Interpersonal Engagement, Project Management, Student-Athlete Engagement, Community Connections, Influencing Others