

TECHNICAL RÉSUMÉ CHECKLIST

This document was created thanks to feedback from a number of employers who recruit and hire UTEP students.

- Length:** Résumé does not exceed one (1) page; 10+ years' experience may warrant two (2) pages.
- Clearly define sections** (e.g. contact information, education, relevant experience, technical skills, research and technical class projects).
- Format:** Use consistent formatting throughout (e.g. font, capitalization, punctuation, bullets and date format).
- Contact Information:** Include your full name, phone number, email address, city and state, and indicate if you are willing to relocate. Your LinkedIn URL and online repositories like GitHub are also helpful.
- Technical Projects:** Describe academic, Technical, and independent projects in details, and ensure to include a descriptive list of coding languages and quantitative data. Focus on IMPACT. How did your work help the project?
- Objective:** Usually not recommended. If you do use one, tailor to specific position within the organization. Oftentimes it helps the organization to understand what specifically you are applying to and what your specific interests are.
- List your strongest section first:** education and technical skills at the top. List all other sections according to strength/relevance. Ensure to always include your GPA.
 - Highlight your **ACHIEVEMENTS**, in quantitative format, not your responsibilities. What did you accomplish in a given job? In your experiences try to use real numbers (e.g. #, %, \$), where possible.
- Use assertive action verbs** on every sentence (e.g. Lead/Develop/Execute/Negotiate/ Leverage, etc.).
- Awards and Certifications:** Include date and corresponding organization; LinkedIn Learning Certifications
- Skills:** List skills in the form of software, platforms, databases, coding languages, tools, etc. (e.g. **Expert:** C#, C/C++, VB.NET, ASP.NET, HTML, CSS, SQL, REST, SOAP, Visual Studio, TFS; **Intermediate:** Java, J2EE, Spring, Hibernate, JDBC, Eclipse, Jenkins, Hudson; **Learning:** Python, Ruby on Rails).
- Personal Details:** Do not include personal details (e.g. hobbies, age, and marital status).
- Detail your résumé:** Revisit the information to make it stand out even more. Make sure it has the best look and feel possible.
- Spell Check:** Triple-check your spelling and grammar. Ask others to proof read your résumé before applying to a position.
- Tailor your résumé** for job applicability and word recognition.

Use exact keywords found in the description and requirements section of the job listing. Software is used to screen candidates for word matching in their résumés. Do the extra work to have increased odds at being flagged as a “potential candidate” by the screening system. Customize your resume for every application you submit.
- Be honest:** Companies and hiring managers will verify and look into the information provided. RD: 9.21

