



RESUME CHECKLIST

Sample Name

Tyler, TX 75799

(555)555-5555

sname@gmail.com

Applicant's Contact Information

- Applicant's Name
- City, State Zip Code
- Phone number (xxx) xxx-xxxx
- Email
- Additional professional online profiles (optional)

Summary (optional)

- This should be a brief statement of your experience that highlights your skills.
- Show at-a-glance you are qualified for the position.
- Do not write in first person (I, me, etc.)

Skills

- List 6 to 9 keywords (skills) that you possess. These would align w/ the job description
- Include second language/bi-lingual (level of proficiency)

Education For each college you have obtained a degree. List in reverse chronological order.

- Major, Degree Designation
- Minor (if applicable)
- Graduation year, or anticipated graduation month and year
- Institution, Formal Name
- Institution's City, State
- GPA – if 3.0 or above (optional)

Experience (Reverse Chronological order)

- Company/Organization, Formal Name
- City, State
- Years employed
- Job title
- Bullet point list of accomplishments. Use quantitative values when able

Community Involvement or Affiliations

- Organization Name
- Position you held with that organization (i.e., member, volunteer, secretary)
- Year(s) you were a member or volunteered

ADDITIONAL HEADERS: There are many additional headers which can be used in a resume. Headers vary depending on each person's individual experiences.

Need More Information:

Contact the Office of Career Success
 uttylercareersuccess@uttyler.edu
 (903) 565-5862

SUMMARY

Ambitious business graduate with experience in digital marketing and content creation. Eager to apply strong communication and analytical skills to contribute to a forward-thinking marketing team.

SKILLS

Market Research	Database Management
Sales Strategies	Public Relations
Copy Editing	Photoshop

EDUCATION

Bachelor of Business Administration Expected: May 2026
 Minor: Marketing
 The University of Texas at Tyler, Tyler, TX

EXPERIENCE

Markets Plus, Dallas, Texas, 2022-2024

Marketing Assistant

- Created marketing flyers and brochures that enhanced customer engagement
- Designed and maintained website content and increased website traffic by 10%

Office Assistant

- Tracked and maintained all sales within new product division
- Wrote weekly reports for Regional Manager

Top Designs, Longview, Texas, 2021-2022

Sales Associate

- Developed marketing strategies to increase customer clientele
- Created promotional ideas, increased sales by 300%
- Developed and distributed promotional collateral materials
- Tracked client appointments and new product sales

COMMUNITY AND PROFESSIONAL AFFILIATIONS

Member, American Marketing Association, 2015
 Secretary, Women in Marketing, 2014
 Volunteer, Second Harvest Food Bank, 2014