# Resume Approval Checklist

For approval on Hire-A-Niner, your resume must consist of the following elements:

**Heading:**
- Name & contact information (email and phone number)

**Education:**
- Include UNC Charlotte, your major/degree, and grad date (month & year)

**Experience:**
- List the position title, organization, date range for each experience
- For each position, include bulleted list of responsibilities, accomplishments and/or transferable skills (try using this formula: power verb + action + result)

**Overall:**
- No spelling or grammatical issues
- No personal pronouns (i.e. I, me, we, my, them)
- 1- or 2-page resume that is well-organized and easy to read

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Example heading, education, and experience sections for format and organization:

## Norm Niner

Charlotte, NC | norm.niner@uncc.edu | (704) 555-5521 | www.linkedin.com/in/normniner

**EDUCATION:**

**The University of North Carolina at Charlotte**, Charlotte, NC
*Bachelor of Arts in Communication Studies*                                    May 20XX
Concentration: Mass Media
GPA: 3.56/4.0

**EXPERIENCE:**

**Creative Group**, Charlotte, NC
*Marketing Intern*                                                   May 20XX – August 20XX
- Assisted the Marketing Director with social media marketing for Instagram, Facebook, and Twitter
- Increased Instagram following 300% in four months by doing targeted campaigns
- Collaborated with the Marketing Director to create a marketing plan, which increased sales by $20,000 in two months
- Developed two advertising campaigns for a new product the organization was introducing to their customers
- Built a contact database for 1000 customer contacts using Excel

Additional resume examples: career.charlotte.edu/**communities**

Editable resume templates: career.charlotte.edu/**resumes**