

Resume Checklist

| Area | Yes | No | N/A | Does your resume meet this criteria? |
|--|--|----|---|--|
| Section Headings | | | | |
| Contact info. | | | | Name (if you have concerns regarding name bias, read the attached article or speak with an ICC advisor about ways to address this), Professional email address, Phone |
| | | | | Physical address (optional if unknown recipient or there are safety concerns), LinkedIn URL |
| Objective | | | | Objective: a statement indicating what you are seeking, i.e. "Seeking an international trade internship with the U.S. Commercial Service in Sacramento, CA" |
| Professional Summary | | | | Professional summary: a 3-5 sentence statement that summarizes your skills, experiences, and achievements as they pertain to a job. The main goal is to highlight and make your most important skills and experiences immediately noticeable to hiring managers. |
| | Five tips on writing a professional summary <ol style="list-style-type: none"> 1) Write your professional summary last to assist in summarizing everything effectively. 2) The first part of your statement should describe your title and years of experience. 3) Pick 3-4 of the most impressive parts of your resume and work them into strong statements. 4) To maximize impact, pack your professional summary with relevant keywords. Quantify each achievement and indicate the value you bring to prospective companies or organizations. 5) Tie each statement to the requirements in the job posting. | | | |
| Education | | | | Degree name: i.e. Bachelor of Science in Managerial Economics |
| | | | | Institution: University of California, Davis (start with most recent experience) |
| | | | | Month & Year of graduation (Example: Expected graduation: June, 2022) |
| | | | | Relevant coursework (class name): i.e. Fundamentals of Organizational Management |
| | | | | GPA if 3.00 or higher. Label GPA as "Accumulative" or "Major," if appropriate. |
| | | | Related educational experiences: study abroad, research, certificates, etc. | |
| Skills | | | | List and specify skills that relate to job postings (skill is an ability that requires training, experience, or practice, i.e. computer, communication, language, etc.). |
| | | | | Is this section subcategorized (computer, language, certifications, etc.)? |
| | | | | Are items separated by commas and listed horizontally instead of vertically? |
| Experience <i>(Check with ICC advisors if you are concerned that some experiences may lead to an implicit bias in consideration)</i> | | | | Does each experience include a position title? |
| | | | | Does each experience include the name of the employer/organization? |
| | | | | Does each experience include the city and state of the employer/organization? |
| | | | | Does each experience include the term of employment (month/year - month/year)? Use "present" or "current" for end dates of current positions. |
| | | | | Is each experience relevant to the desired position? Experience can come from current or past jobs, internships, community service, research, etc. |
| | | | | Does each experience have 3-5 accomplishment statements that tell employers about your positive results? |
| | Five tips on writing strong accomplishment statements <ol style="list-style-type: none"> 1) Hiring managers want to know how effectively you solve problems. Use the accomplishment statement formula (action verb + content + results) to show your skills. Describe the situation, actions taken, and results. Put yourself in their shoes and describe what they should know about you. 2) Common action verbs such as "achieved," "advised," "negotiated," and more can be found in our Career Resource Manual or online at https://icc.ucdavis.edu/services/crm. 3) Quantify results. Writing "increased company revenue by 20%" is more effective than "increased company revenue significantly." 4) Use bullet points. Bullets are easy to scan and read. If your resume exceeds the recommended size (one page for recent grads), consider combining your bullets into small paragraphs. 5) Use keywords from the job description. Keywords quickly grab attention and can distinguish your resume from others. | | | |

| Area | Yes | No | N/A | Does your resume meet this criteria? |
|--|-----|----|--------------------------|--|
| Layout | | | | |
| Font & Size | | | | Font easy to read: Arial, Calibri, Times, Cambria, etc. |
| | | | | Name: between 20-24 point, bolded |
| | | | | Contact information: 10-12 pt. |
| | | | | Body text: 10-12 pt. |
| Margins | | | | Margins are 0.5 or 1.0 inches all around? |
| Dates | | | | Are all dates aligned properly and uniformly? |
| | | | | Are all date formats consistent (the same format is kept throughout the entire resume)? The most common formats include month and year of experiences. |
| Section headings | | | | Are section headings easy to identify (appropriate use of bold, italics, underlining without overuse, appropriately labeled)? |
| | | | | Are font styles (bold, italics, and underlining) consistently used? |
| Bullet points and Mechanics | | | | |
| Bullet points | | | | Does each experience include a minimum of three (3) responsibilities, tasks, accomplishments, or projects? |
| | | | | Are responsibilities formatted in a bulleted list (or appropriate paragraph format if necessary)? |
| | | | | Does each phrase begin with an action verb in the correct tense (past tense for past experiences, present tense for current experiences)? |
| | | | | Are numbers, data, dollar amounts, or percentages used to quantify job duties and results? |
| Mechanics | | | | Is your resume free of spelling and grammatical errors? |
| | | | | Are capitalization and punctuation used properly and appropriately? |
| Optional Categories | | | | |
| Optional headings to include on your resume | | | | Board/Committee appointments |
| | | | | Business ownership |
| | | | | Certifications |
| | | | | Clubs and Community involvement |
| | | | | Community service/Volunteering |
| | | | | Competitions |
| | | | | Conferences |
| | | | | Extracurricular activities |
| | | | | Family business (all responsibilities you took on to make the business succeed) |
| | | | | Frelance work |
| | | | | Graduation honors |
| | | | | Hobbies |
| | | | | Honors/Awards |
| | | | | Jobs to help pay for college |
| | | | | Military experience (if you have military experience, it should be listed on your resume and described in detail) |
| | | | | Other experience (list only related responsibilities) |
| | | | | Professional associations |
| | | | | Professional development |
| | | | | Projects you initiated |
| | | | | Publications |
| | | | Records you set or broke | |
| | | | Schlarships | |
| | | | Sports | |
| | | | Training | |

(Check with ICC advisors if you are concerned that some experiences may lead to an implicit bias in consideration)

Cover Letter Checklist

| Area | Yes | No | N/A | Does your resume meet this criteria? |
|---|--------------------------|--------------------------|--------------------------|--|
| Formalities | | | | |
| Format | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Business letter format, or format that matches resume in header and font |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Same font as resume (size between 10-12 pt) |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Margins between 0.5 - 1 in. |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Everything fits on one page |
| Contact info. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name, Professional email address, Phone |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Employer/Organization name and address |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Salutation: Dear Ms./Mr./Dr./Miss/Hiring Manager/Selection Committee |
| Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date included (optional in email) |
| Content | | | | |
| Paragraph One <i>(Check with ICC advisors if you are concerned that some experiences may lead to an implicit bias in consideration - for example, highlighting your role in BLM activities)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does this paragraph indicate the position you seek, company name, and location? <i>Example: It is with great enthusiasm that I apply for the Junior Trade Assistant internship with the U.S. Commercial Service in Sacramento, CA.</i> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does it explain how you heard about the opportunity and/or mention the person who referred you (if you were referred)? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does it have a personal statement that introduces you and your education? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does it express your interest in the company and/or position from your own research about the company? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does it include a value statement that incorporates the company's/organization's mission statement and values and how they align with your own (make sure you read the company's mission statement, goals and objectives, or history for info.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does it include a thesis statement? <i>Example: My skills and experience in international trade and finance, along with my coursework, align with this position and would contribute to my success as a junior trade assistant in the U.S. Commercial Service.</i> |
| Paragraph Two | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the topic/first sentence clearly support the thesis statement? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all of your knowledge, skills, and abilities (KSAs) in this paragraph relate to the position? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you show your KSAs in action using the SAR method: Situation, Action, Results)? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do your KSAs, qualities, and interests demonstrate fit to the specific job? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you end the paragraph with a statement that shows how your KSAs add value to the position and company/organization? |
| Paragraph Three | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you summarize your KSAs for the job? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you indicate how you plan to follow up with them? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you indicate the best way to reach you? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you end with a positive statement expressing your continued interest? |
| Closing | | | | |
| Signature | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you use an appropriate closing: Sincerely, Regards, Yours truly, In gratitude |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you sign the letter (<i>script font</i> is okay for email) |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you type your name below your signature? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you indicate any attachments (resume, transcript, application, etc.)? |
| Grammar & Flow | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the letter free of grammatical errors? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the letter free of typos and homophones (to, two, too)? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the letter naturally flow or sound disjointed/jumpy? |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the letter look balanced (paragraphs of similar size)? |

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November 10, 2020

Human Resources Department – Internship Program
US Commercial Service Sacramento
U.S. Department of Commerce | International Trade Administration
1410 Ethan Way, Suite 131 N
Sacramento, CA 95825

Dear Internship Coordinator:

I am very interested in the Junior Trade Assistant internship during the Winter Quarter of 2021. I was referred to you by Ms. Fatima Jalali, a current intern in the U.S. Commercial Service. I am a junior at the University of California, Davis, pursuing a Bachelor of Arts degree in Economics with a minor in Communication. My research experience elicited an interest in the way new trade opportunities are developed, which led me to your organization because it specializes in creating new worldwide opportunities and connections. My knowledge, skills and abilities align with the qualities you seek, and I believe in the mission of the U.S. Commercial Service. I would be excited to intern with your organization, and think I can contribute as a team member.

This summer while studying abroad, I was able to observe American commerce from a different perspective. This also increased my interest in international trade and how it helps people and businesses worldwide. Now, I understand more about the complexities of relationships between countries, and can apply my experience and perspective to real-world scenarios. During my freshman year I was elected to the position of Senator for the Associated Students of UC Davis, and rose to the challenge of representing first-year students while collaborating on larger university issues. I was the only freshman elected. Through these experiences I learned the value of effective leadership, communication, and relation-building, and believe they can be of value to you.

I am confident that my practical and leadership experiences, skills, and strong interests in the goals of the U.S. Commercial Service have prepared me to be a strong intern for your program. I have attached my resume, writing sample, and transcript, and look forward to discussing my qualifications with you at a convenient time. I can be reached by email at bmrodriguez@ucdavis.edu, or by phone at 916.619.9169. Thank you for your time and consideration.

Sincerely,

B.M. Williamson

B.M. Williamson

Attachments: resume, writing sample, transcript

