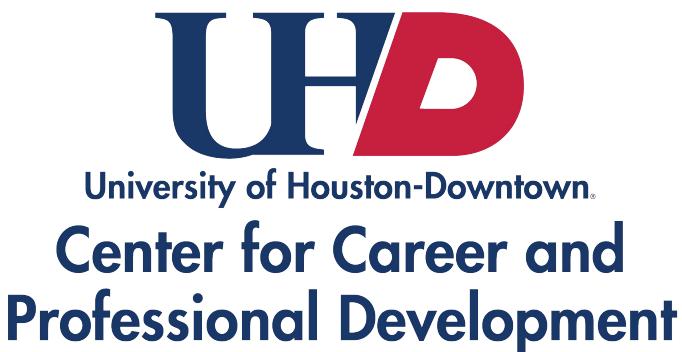


# HOW TO IMPROVE YOUR VMOCK SCORE

*Tips & Resume Samples*



**UHD's Center for Career and Professional Development**  
One Main St. Suite S402 | T: 713-221-8980 | E: [ccpd@uhd.edu](mailto:ccpd@uhd.edu)

**Jobe Gator**  
 10 Vine Forest  
 Sugar Land, Texas 77479  
 (555) 123-1234  
 jobeg93@gmail.com

## SUMMARY

Proven and driven IT professional with excellent technical, interpersonal, and communication skills. Recognizes workflow demands to prioritize time to maximize productivity. Ability to diagnose, troubleshoot, and deliver solutions for system and user issues. Proactive team member with an ambition to learn.

## EDUCATION

### University of Houston-Downtown, Marilyn Davies College of Business, Houston, TX

Bachelor of Business Administration in Management Information Systems, 12/2022

GPA: 3.5

## EXPERIENCE

### Systems and Application Coordinator I June 2020 – Present

University of Texas Health Science Center (McGovern Medical School IT), Houston, TX

- Administered on-site and remote diagnostic support for Windows and Apple platforms by troubleshooting hardware, software, and network systems.
- Increased system integrity and security for sensitive data by preventing malicious threats.
- Managed advanced laboratory systems and equipment by providing secure data transfers for medical research.
- Administered data encryption and backups by installing SecureDoc, BitLocker, and CrashPlan on all university systems.
- Managed computer and user accounts by administrating security groups and group policies in Active Directory.

### IT Support Intern

July 2019 – December 2019

Weingarten Realty Investors, Houston, TX

- Imaged and deployed desktops by using SCCM 2012 for Windows XP to Windows 7 migration of over 200 computer systems.
- Created proper migration groups by utilizing Active Directory and AppSense tools.
- Presented solutions for Tier 2 support requests by administering a ticketing system.
- Led a team during desktop deployments at corporate and 11 regional offices.

## ACTIVITIES

Association of IT Professionals at UHD, Member

Houston Food Bank, Volunteer, 2019

## SKILLS

Security Group Management, Active Directory, VPN, Citrix, Microsoft Office Suite, Adobe, Windows OS, Mac OS, Tablets, iPhones, Androids

Fluent in English and Vietnamese.

# WORD TO THE WISE

## ***Focus more on VMock's practical feedback, and less on the score.***

- VMock's standards are high and strict, so don't worry about scoring 100 before sending it out. The resume samples created by our office are very good and score in the 80's. If your score is in the 70's, you're well on your way to a great resume.
- Keep in mind that VMock is not meant to replace real-person feedback—you can still have your resume reviewed by career staff. But use VMock first and make changes based on its feedback. That way your in-person review can focus more on substance and nuance.
- VMock gives you feedback specific to your resume in both System Feedback and Bullet-Level Feedback. System Feedback evaluates all aspects of your resume. Bullet-Level Feedback shows how select criteria—those relevant to the way you describe your experience—apply to each bullet point, one by one.

## ***For maximum benefit, check out VMock's in-app guides.***

- Within System Feedback, guides are provided for all elements of the Impact and Competencies modules. There's also a guide within Bullet-Level Feedback for additional help on writing great bullet points.
- To access the guides, simply click the "see guidance" button wherever it appears.

## ***When using VMock's feedback, make as many changes as you can at one time before uploading it again.***

- You get 10 uploads per year, so if you're only making small changes each time, you'll quickly run out.

# HELP WITH SPECIFIC TOPICS

## **Impact**

Action-Oriented  
Specifics  
Avoided Words

## **Presentation**

Number of Pages  
Essential Sections  
Overall Format: Date Formatting  
Overall Format: Section Spacing  
Overall Format: Bullet Check  
Section-specific: Personal Details

## **Competencies**

## **Bullet-Level Feedback**

## **Network Feedback**

How to Ask for Network Feedback  
Sample Request for Feedback  
Requesting Feedback

## **What To Do If Your Resume is Too Long**

## **Lists of Action Verbs**

for Specific Impact  
for Competencies

## **Resumes Samples**

# IMPACT

The Impact scoring module is a style guide for your bullet points. Here's what it looks for you to do:

- Start with a focus on what you did (Action-Oriented)
- Indicate the tools, techniques, and skills used; specify the amount and frequency of what you did and produced (Specifics)
- Avoid repetitive language (Overusage)
- Leave out unnecessary words while still maximizing meaning and detail (Avoided Words)

## Action-Oriented

### ***Begin bullet points with action verbs.***

- Starting with phrases like "Responsible for..." or "Market research..." or "Poster presentation..." will get flagged as a problem.

### ***Use action verbs that are specific rather than generic.***

- Starting with verbs like "worked" or "helped" will get flagged by VMock as weak verbs. For better action verbs, identify what the work or help consisted of.
- Use the VMock guides in the Impact module for examples of specific, action-oriented bullets.
- Also check out our [verb list](#) below, organized by type of action, for more precise language.

### ***Weak vs. Strong verbs***

- When verbs get flagged on your resume as weak, VMock's examples of strong verbs aren't always the best fit.
- Our [verb list](#) below is organized by type of action, so that should be more helpful.

## Specifics

- VMock loves numbers, so try to quantify everything you can. If you can't be precise, ranges and estimates are fine. Keep in mind, quantifying something is not only about amount (how much) but also frequency (how often).
- Include information about tools, techniques, and skills used to get something done.
- When listing technical or language skills, include information about your level of ability.
- See our [verb list](#) below for action verbs that signal specific accomplishments and improvements.

## Avoided Words

- Good resumes have a concise, punchy style. So VMock flags articles (a, the) as words that are generally safe to delete. Try doing that and check whether the meaning is still clear.
- Avoid pronouns (I, we, me, our). Leaving these out is generally accepted practice.
- VMock flags certain adverbs (successfully, effectively, independently, etc.) as filler words that pad your bullet points without adding substance. For example, "Successfully completed all assignments" is just a puffed up version of "Completed all assignments."

# PRESENTATION

The Presentation module in VMock evaluates your resume's layout and formatting of information. From our testing, this is where students can usually improve the most and do so pretty easily. Check out these tips to help you solve some things that VMock flags as problems.

## ***Avoid stock resume templates that come with MS Word or other applications.***

These templates use unconventional design elements—colors, images, layouts, and text formatting—and will trigger multiple error flags. A simple, straight-forward layout, one you build from scratch, is the way to go. And you'll do more than just raise your VMock score:

- People who read a lot of resumes prefer a simple layout because it's easier for them to navigate and find the information that matters most to them.
- Templates tend to lock you into a structure—section headings and the way they're ordered—that doesn't put your background in the best light.
- Using a template risks sending the wrong message to your reader—that you can't be bothered, or manage your time, or learn how to use MS Word well enough to create it yourself.
- Writing your own resume isn't just about a single document, it's about learning how to frame and present your experience in a persuasive way. This is a general skill you'll apply in different ways, over and over throughout your career.

## ***For creative resumes such as graphic design: focus on content feedback, not presentation feedback.***

- The unconventional design elements of a creative resume will result in a low Presentation score, so feel free to skip over that part.
- Feedback for Impact and Competencies, along with Bullet-Level Feedback, will still be valid and useful, so focus on that to improve how you describe your experience.
- We also recommend having two versions of your resume, one with a conventional design and layout (such as the example provided).

## Number of Pages

### ***A one-page resume is appropriate for most targets (but not all).***

- One page for BBA's in most industries and job functions, so VMock is set for that length for most types of resumes.
- Note the following exceptions: resumes for MBA's are allowed to be two pages. Three page resumes are unacceptable.

### ***Make sure there are no blank pages at the end of your original document.***

- By accident, many resumes are created with an extra page of blank space at the end. This will make a one-page resume look to VMock like two pages (and a two-pager look like three). As a result, the resume can get flagged as too long.

## Essential Sections

### ***Use section headings from the list shown in “Essential Sections”***

- VMock shows allowed section headings in a bullet-point list.
- Headings are grouped together by generic type (like Co-curriculars and Other) but these types are not themselves allowed headings.
- The list of section headings reflects those we recommend—and leaves off those we don’t (e.g., Objective).
- The menu of section headings gives you a range of options to choose from, but VMock is strict about using exactly what is listed. For example, “Activities” is allowed while “Memberships & Organizations” is not.
- It’s possible that you have a section heading that gets flagged but in your considered judgment is what works best for you. In that case, keep what you have and move on to other suggested changes.
- It’s also possible that the section headings listed for you aren’t a good fit for your target. For example, you’ve recently changed your major, so the benchmarks you had before have changed. In that case, you can request a new benchmark rubric by emailing us at [cobcareer@uhd.edu](mailto:cobcareer@uhd.edu).

## Overall Format: Date Formatting

### ***Use date formats listed in VMock***

VMock is set for the date formats recommended by UHD's MDCOB Career Center. The requirements are strict because inconsistencies and not-so-best practices in date formats are the most common we see. Here are the allowed formats, sorted by type of information.

#### **UHD MDCOB**

- December 2024
- Dec 2024
- Fall 2024
- Summer 2024
- Aug 2024
- 12/24

#### **Study Abroad**

- Fall 2018
- Sep – Dec 2018
- September – December 2018
- 09/18 – 12/18

#### **Transfer School (no degree earned)**

- 2016 – 2018
- Sep 2016 – Jun 2018
- September 2016 – June 2018
- 09/16 – 06/18

#### **Associate of Arts or Sciences**

- Jun 2016
- June 2016
- 06/16

#### **Experience Sections: Summer**

- Jun – Aug 2018
- June – August 2018
- 06/18 – 08/18
- Summer 2018
- Summer 2017, 2018

#### **Experience Sections: Academic Year**

- Sep 2017 – Jun 2018
- September 2017 – June 2018
- 09/17 – 06/18
- 2017 – 2018

#### **Experience Sections: Month, Year**

- Mar 2018
- March 2018
- 03/18
- 2018

## **Some common issues with date formats:**

- The date used for UHD should be your expected graduation date, with no start date. This differs from other experiences, where you list a date range from start to finish.
- For date ranges, use space-dash-space formatting. For example, "June - August 2017" is allowed, while "June-August 2017" and "June- August 2017" is not.
- The same style of dash (shorter hyphen or slightly longer en-dash) must be used consistently throughout.
- Abbreviating months in your dates is a good way to use less text on secondary information. For a clean and consistent look, VMock is set for only one way to abbreviate: first three letters of the month with no period. For example, "Sep - Dec 2017" is allowed, but "Sept. - Dec. 2017" is not.
- Align dates on the right margin. This is recommended so that dates don't crowd the information about organizations and positions, which are more important.

## **Overall Format: Section Spacing**

### ***Add a line of blank space before every section.***

- Without that blank space, the document gets crowded, making it hard to read.
- If adding space pushes you over a page limit, and you don't see an easy way to reformat (e.g., make margins smaller) or reduce content, then keep things as is and move on to other feedback.
- If your resume goes over the desired page limit, see the recommendations below on using space efficiently and reducing content as a last resort.

### ***Make sure line spacing between experiences within a section is consistent.***

- For readability, we recommend having some blank space between experiences within the same section. It doesn't have to be a full line of space, a half-line or so will do.
- But if even a small amount pushes your resume over the page limit, then it's okay to use single-space for all info within a section. (No points are deducted for single-space between items.)
- Whichever way you do it, just make sure you are consistent throughout. (Inconsistent spacing will cause a big point reduction.)

## **Overall Format: Bullet Check**

### ***Use standard black-dot bullets for describing your experience, and use them consistently***

The Bullet-Level Feedback feature of VMock evaluates each bullet point individually. In order for it to work, your various experiences need to be described using bullet points. This is a good idea anyway, because bullets are preferred by people who read a lot of resumes.

- Bullets should not be used when listing an organization or position, only for describing your experience within the role and organization.
- Avoid non-standard bullet styles (arrows, dashes, other symbols). Only the standard, black-dot style is allowed.
- Make sure all bullets are indented the same amount in all sections so they line up vertically.

## Section Specific: Personal Details

- Scoring for this element is a little quirky, and can seem harsh. The system checks and scores for several things at once, so if one small thing is off, it triggers a big point deduction.
- So, yes, a 15-point deduction for using parentheses for the area code in your phone number is tough grading, but it's a quick and easy fix.

## Section Specific: Education

- Don't describe your field of study as a major (e.g., "Major in Finance" or "Finance major"). This will be flagged as an error.
- Do describe it as a degree program (e.g., "Bachelor of Business Administration in Finance"). Then format your dates to signal that your graduation is in the future (e.g., "December 2024").

## Spell Check

- VMock flags acronyms, jargon, and organization names (e.g., "InfoSys") as spelling errors (or possible errors).
- If you know the word is okay, hover over it and click "Add to Dictionary" and it won't be flagged as an error the next time you upload your resume.

## COMPETENCIES

The Competencies scoring module looks for evidence of five skills that employers commonly look for when making hiring decisions.

- VMock scans all content—not only the experience described in your bullet points, but also position titles, degree program, any courses, languages, software programs, and so on.
- Guides are provided in the Competencies module for all five skills. Use those guides to see how each skill is defined, different ways it is demonstrated, and several example bullets.
- See our [verb list](#) below for a detailed list of action verbs organized by competency type.

## BULLET-LEVEL FEEDBACK

Bullet-Level Feedback evaluates each bullet point, one by one.

- It uses the same criteria as the Impact module, checking for action-oriented language, lots of specifics, overused words, and unnecessary filler words.
- Therefore, when you improve your bullets based on the feedback and guides for Impact, this will improve your bullet-level feedback at the same time.

## NETWORK FEEDBACK

### How to Ask for Network Feedback

Once you have reached a score of at least 65/100 in VMock, you will have the option to request Network Feedback. Network Feedback allows you to solicit input on your resume from real people. To do this, we recommend several important steps to get the most out of your request.

## ***Be thoughtful about who you ask***

Ask for advice from people you trust and have talked to about your career path. If you wouldn't ask someone for help in person, then you shouldn't ask them through VMock. Professors you know well, friends, family, mentors, and prior supervisors or co-workers can all be great choices if you would normally ask them in person for career advice.

## ***Talk to the person before asking through VMock***

Before you send your request through VMock, ask the person if they are willing to review your resume. If they say yes, let them know that they will receive an email request with editing instructions. They will be able to review your resume through VMock without having to sign in or sign up for an account.

## ***Craft a customized message in VMock***

When you select the Network Feedback option, enter the name and email address of the person you're requesting feedback from. You will then be given a space to craft a message. Explain what your goals are for using the resume, and what you are looking for them to focus on. This helps them give you more precise advice.

## ***Give them a reasonable deadline for when you would like to receive advice***

If you have a deadline that you are trying to meet, let your reviewer know. It is important that you give them a reasonable amount of time to provide thoughtful advice and also enough time for you to make changes before a deadline.

## ***Thank your reviewer***

This is self-explanatory but once you get feedback, it is important to acknowledge their effort. You can do this outside of VMock either via email or in person.

## **Sample Request for Advice**

Dear Ms. Todd,

Thank you so much for agreeing to review my resume through VMock. As I mentioned in your office hours, I am using my resume to apply to a study abroad program where I will be taking two classes in Marketing and interning 10 hours per week at a local nonprofit. I am hoping to highlight my previous nonprofit work, my communication skills, and ability to take initiative. My application is due in three weeks so if you could please provide me with some advice through VMock in two weeks by (DATE), so that I have enough time to make changes, I would appreciate it.

Thanks,  
Rhett Terrier

# WHAT TO DO IF YOUR RESUME IS TOO LONG

## Step One: Use Space Efficiently

### *Margins*

- Margins can be smaller for resumes than for other documents.
- Narrowest option: 0.5" all around.
- If space is available, use smaller margins on top & bottom, larger on left & right.

### *Contact information*

- Your contact info can be combined on one line, two at most.
- Add a separator (not a comma) between items for readability. Examples:
  - email • phone • city • linkedin
  - email | phone | city | linkedin

### *Line spacing: don't over space*

- Spacing between items in same section: only 1.5 line spacing, not double space.
- For all lines within the same item—organization, position, bullets—use single-space.

### *Font size: don't go bigger than needed*

- The default font size of 11 or 12 is acceptable. One font size, one font style.

## Step Two: Reduce Content

### *Sections: options to reduce*

- Combine separate sections into one (e.g., Activities & Organizations)
- Change one section into a sub-section of another (e.g., put Honors & Awards within Education)

### *Length of bullets: options to reduce*

- For bullets barely over one line: re-phrase to fit on one line
- For two short bullets: combine to make one, single-line bullet

### *Last resort: options to remove content*

- Eliminate less relevant bullets for experiences with more than four bullets.
- Eliminate some items altogether. Here are some guidelines for removing content:
  1. Older items that are redundant to more recent ones
  2. High school information and experiences
  3. Less relevant to position applying for
  4. Less impressive positions or achievements
  5. Positions with less responsibility
  6. Oldest experiences

# ACTION VERBS

## FOR SPECIFIC IMPACT

### Accomplishment

accomplished	achieved	attained	awarded	competed	completed	earned
effected	ensured	exceeded	executed	generated	mastered	obtained
pioneered	produced	recognized	resulted	resolved	sold	solicited
succeeded	won					

### Improvement

accelerated	automated	eliminated	expanded	expedited	improved	increased
reduced	reorganized	restored	restructured	simplified	streamlined	transformed
upgraded	consolidated	strengthened	corrected	enhanced		

## FOR COMPETENCIES

### ANALYTICAL

#### Research

collected	conducted	defined	detected	discovered	examined	experimented
explored	extracted	found	gathered	identified	inquired	inspected
investigated	located	measured	modeled	observed	researched	reviewed
searched	studied	surveyed	tested	tracked		

#### Analyze & Evaluate

analyzed	assessed	calculated	cataloged	categorized	clarified	classified
compared	compiled	critiqued	derived	determined	diagnosed	estimated
evaluated	formulated	interpreted	prescribed	organized	rated	recommended
reported	summarized	systematized	tabulated			

#### Technical

assembled	built	coded	computed	constructed	converted	debugged
designed	diagnosed	engineered	fabricated	installed	maintained	operated
printed	programmed	proved	rectified	regulated	repaired	resolved
restored	specified	standardized	systematized	tested	upgraded	

#### Financial

adjusted	allocated	appraised	audited	balanced	budgeted	calculated
compiled	conserved	controlled	disbursed	estimated	figured	financed
forecasted	netted	projected	reconciled			

# COMMUNICATION

## Verbal & Written

addressed	articulated	authored	briefed	clarified	conveyed	composed
condensed	corresponded	debated	delivered	described	discussed	drafted
edited	expressed	formulated	informed	instructed	interacted	interpreted
lectured	negotiated	notified	outlined	reconciled	reinforced	reported
presented	proposed	specified	spoke	translated	wrote	

## Promote & Influence

advertised	influenced	marketed	solicited	contacted	convinced	represented
persuaded	motivated	communicated	elicited	recruited	promoted	publicized
enlisted						

## Interpersonal

arbitrated	consulted	conferred	interviewed	mediated	moderated	listened
responded	suggested					

# LEADERSHIP

## Lead & Manage

administered	appointed	approved	assigned	authorized	chaired	conducted
contracted	controlled	coordinated	decided	delegated	directed	developed
enforced	ensured	evaluated	executed	headed	hired	hosted
implemented	instituted	led	managed	overhauled	oversaw	prioritized
recruited	represented	strategized	supervised	trained		

## Plan & Organize (Events & People)

anticipated	arranged	contacted	convened	coordinated	logged	obtained
ordered	planned	prepared	processed	purchased	recorded	registered
reserved	scheduled	verified				

## Plan & Organize (Data & Things)

consolidated	distributed	eliminated	filed	grouped	implemented	incorporated
logged	merged	monitored	obtained	ordered	organized	planned
regulated	reviewed	routed	standardized	structured	submitted	systematized
updated	verified					

# TEAMWORK

## Admin Support & Customer Service

aided	answered	arranged	catalogued	categorized	collated	collected
coordinated	distributed	emailed	ensured	expedited	explained	filed
greeted	handled	informed	implemented	maintained	offered	ordered
organized	performed	prepared	processed	provided	purchased	recorded
received	resolved	scheduled	served	supported	tabulated	

## Collaborate & Build Relationships

collaborated	consulted	cooperated	coordinated	liaised	reached out
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verb + object + with + # group members ("Organized fundraising event with 4 co-members...")

verb + object + in a team of + # group members ("Created media campaign in a team of 5 interns")

# INITIATIVE

## Create & Modify

authored	began	built	changed	combined	conceived
constructed	created	customized	designed	developed	devised
established	formed	formulated	founded	generated	initiated
integrated	introduced	invented	launched	originated	produced
shaped	staged	visualized	modified	revamped	revised
revised	updated				

## Help & Guide

advocated	aided	assisted	cared for	contributed	cooperated
coordinated	ensured	furthered	guided	intervened	offered
referred	rehabilitated	supplied	supported	volunteered	served

## Teach & Mentor

adapted	advised	clarified	coached	counseled	demonstrated
educated	enabled	encouraged	evaluated	explained	facilitated
familiarized	individualized	instructed	mentored	modeled	motivated
simplified	stimulated	taught	trained	tutored	

## EDUCATION

*Bachelor of Business Administration in Accounting, Minor in Finance* December 2020  
University of Houston-Downtown College of Business, Houston, TX  
GPA: if 3.0 or higher

## RELEVANT COURSEWORK *(optional section)*

Course name related to major, Course name related to major, Course name related to major

## HONORS AND AWARDS *(optional section)*

Dean's List Fall 2019

## ACADEMIC PROJECTS

Course Name January 2019 – May 2019

- Collaborated with adviser, research team, and Smith School of Medicine to conduct research regarding the effects of steroids on the activity level of rats
- Used computer to gather and analyze data for distribution to the research team
- Presented new findings in bimonthly discussion with department.

## EXPERIENCE

<i>Job Title</i>	<i>Dates of Employment</i> (Month Year - Present)	<i>City, ST</i>
Company Name		
• Be specific in describing your experiences. Avoid clichés like “responsibilities or duties included” on the resume and get to the point by identifying your experiences in a concise manner.		
• Begin each phrase with an action verb (assisted, performed, created) and avoid the use of personal pronouns (I, me, you, they, their) and articles (a, an, the).		

<i>Job Title</i>	<i>Month Year - Month Year</i>	<i>City, ST</i>
Company Name		
• Assisted customers with returns, purchasing store protection plans, and service packages		
• Scheduled in-home services via online interface		
• Answered telephone inquiries from customers and stores regarding the status of units and other service issues		
• Assisted with new employee training including store policies, services, financing options, and register operations		

## ACTIVITIES

Name of Organization, Member August 2018 – Present

## SKILLS:

Fluent in English and Mandarin Chinese (for foreign languages indicate fluent, proficient, skilled, experienced, conversational)

Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java

# Guide to Writing Exceptional Resumes

## THE KEY TO RESUME SUCCESS

- The resume has the right keywords to achieve a high score in the scanning process.
- HR finds what it is looking for in the 10-15 seconds typically spent reading a single resume.

If your resume scores well and quickly meets expectations, the chances that you will receive an invitation to interview increase dramatically.

## STEP 1: BEGIN BY DOING SOME MARKET RESEARCH

First, figure out what the reader of your resume is looking for and write your resume to fit that as closely as possible.

- Go to a job board and find at least 6 job postings for the target position.
- Job postings should have detailed information about what HR is looking for: specific skills, knowledge, experience, etc. This information is usually found under “Requirements” or “Qualifications” on a job posting. The more bullet points, the better.

## STEP 2: ANALYZE THE JOB POSTINGS TO IDENTIFY THE KEYWORDS

- Open an Excel spreadsheet. At the top of the first column, type in the name of the employer for one of the job postings you found. In the second column, type in the name of the second employer. Repeat until each employer’s name is listed at the top of a column.
- Below the employer’s in column 1, type in the keywords you found in the job posting, make sure to use the exact wording the employer uses. Repeat for each job posting.
- Do a simple visual analysis to identify those elements (keywords) that show up in all of the job postings.

## STEP 3: WRITE THE RESUME WITH THE COMMON KEYWORDS IN MIND

- Weave the common keywords in the Summary or Skills section of the resume. Incorporate the common keywords into the rest of the resume by describing accomplishments and experiences that directly relate.

Use this research as a tool for evaluating an existing resume. You can evaluate each bullet point or statement on an existing resume and ask how that statement supports or addresses at least one of the common keywords/skill sets from all/most job postings. If it doesn’t, perhaps that bullet can be altered so it does address one of those keywords. If not, then eliminate that bullet and write another that will be more relevant to what HR is looking for.

## STEP 4: CREATE A TARGETED RESUME WHEN APPLYING FOR JOBS

It’s a good idea to add other keywords that didn’t make it on the list of common keywords to push your resume to score as close to 100% as possible.

- Include the job title in the Summary or Profile section of the resume.
- Plug in all the other keywords from job postings that haven’t already been incorporated into the resume. Only include those keywords that make sense for the job you are applying for.
- Resumes submitted online are often scanned electronically in search of certain keywords. Each resume is rated/scored based on the prevalence of keywords.
- HR’s task when reviewing resumes is to identify a certain number of qualified candidates. Once that number is reached, HR is finished reviewing resumes for that position.

## HOW DO YOU KNOW IF YOU HAVE WRITTEN A GOOD RESUME?

Is your resume generating interview opportunities for positions you are interested in and truly qualified for? If so, it is working. If not, you are either missing some important keywords or you have information in your resume that isn’t relevant to the position. If this is happening, bring your resume and some job postings to Career Services during walk-in hours.

**Jobe Gator**

Houston, TX

(713) 221-5011

[COBCareerCenter@uhd.edu](mailto:COBCareerCenter@uhd.edu)**No Experience****EDUCATION***Bachelor of Business Administration in Accounting, Minor in Finance*

December 2020

University of Houston-Downtown College of Business, Houston, TX

GPA: if 3.0 or higher

**RELEVANT COURSEWORK *(optional section)***

Course name related to major, Course name related to major, Course name related to major

Associate of [Arts or Applied Science] in [Degree Name]

May 2019

College Name, State, TX

GPA: if 3.0 or higher

**HONORS AND AWARDS**

Dean's List

Fall 2019

**ACADEMIC PROJECTS**

Course Name

January 2019 – May 2019

- Collaborated with adviser, research team, and Smith School of Medicine to conduct research regarding the effects of steroids on the activity level of rats
- Used computer to gather and analyze data for distribution to the research team
- Presented new findings in bimonthly discussion with department.

**VOLUNTEER EXPERIENCE**

Organization Name City, ST

August 2018 – May 2019

- Be specific in describing your experiences. Avoid clichés like “responsibilities or duties included” on the resume and get to the point by identifying your experiences in a concise manner.
- **Example:** Assisted with church cleanup after Hurricane Harvey
- Provided meals through the “Feed the Homeless” Program

**ACTIVITIES**

Name of Organization, Member

August 2018 – Present

**SKILLS:**

Bilingual - English and Spanish

Proficient computer skills, including Microsoft Office

Ability to communicating ideas effectively

Exhibits sensitivity, maturity and flexibility in coping with different situations

Great communication skills, verbal and written