

## HOW TO GET YOUR RESUME APPROVED IN COUGAR PATHWAY


 COUGAR  
PATHWAY

### INCLUDE THE FOLLOWING ITEMS WITHIN YOUR RESUME:

- Sections Headings should include EDUCATION, COURSEWORK/PROJECTS, EXPERIENCE, SKILLS, HONORS/AWARDS and INVOLVEMENT/ACTIVITIES
- List University of Houston and your current degree and major
- List your expected graduation date (estimate if you need to)
- List your job title and dates of employment under the EXPERIENCE section, also include the name of the company and the city, state location
- Describe each job with 3-4 bullets (depending on space); Each bullet should start with an action verb (i.e. Developed...) and be followed by a description of the activity with detail

### HAVING THESE ITEMS IN YOUR RESUME WILL GET IT REJECTED:

- The words: "I", "me" or "my" within your resume - Resumes are written in 3rd person
- Including soft skills (i.e strong communication skills or analytical skills) under the skills sections - Include only hard skills under the skills section (i.e. bilingual in English and Spanish or certification or computer skills)
- Including a picture and personal information (i.e. age, gender or ethnicity)
- Education and Experience not in chronological order (i.e. most recent or current should be listed first)
- Listing high school information - Try not to include high school information or activities unless you are a freshman
- Listing references on the resume - Traditionally, references are listed on a separate sheet or added into the application
- Unprofessional fonts, colors or graphics (unless relevant to your industry)

## ADDITIONAL RESOURCES & SERVICES

**DROP-IN APPOINTMENTS:** Visit with a UCS counselor for a quick 10-15 minute appointment to discuss any career related topic. Dates and times:

- Monday & Tuesday from 9am-12pm and 1pm-6pm
- Wednesday & Thursday from 9am-12pm and 1pm-4pm
- No Drop-Ins on Friday

**VMOCK SMART RESUME PLATFORM:** This online program allows students to upload their resume and have it reviewed for FREE, using data and benchmarks from professionals throughout all industries. Visit the UCS website for more information.



**WEBSITE:**  
<http://www.uh.edu/ucs/>



**EMAIL:**  
ucs@uh.edu



**PHONE:**  
713-743-5100