

Résumé Ready Checklist

Instructions: Check (✓) the descriptions that best reflect the résumé's content. Information in (parentheses) is considered optional content.

Sections	Contents	Helpful Tips	Next Steps												
Header & Contact Information	Name - Large font & emphasized _____ (Address) _____ Phone number _____ Email - Professional language/phrases _____ (Website, LinkedIn, Career Portfolio, & blog URLs) _____	<ul style="list-style-type: none"> - Include your Career Portfolio URL to complement your résumé experiences - Read the FSU Career Center's Writing a Résumé Guide 													
Education	School/institution name _____ Location - City & State _____ Degree/major/(minors) - No major/minor abbreviations _____ Graduation date _____ Major/overall GPA - If above 3.0 _____ (Relevant Coursework) _____	<ul style="list-style-type: none"> - Check your academic department's website or FSU's Academic Program Guide for official degree titles 													
Experience: Work, Service, Research, & Leadership	Organization name _____ Location - City & State _____ Position title _____ Dates employed - Month(s) & year(s) _____ 3-5 bullet point descriptions - Begin with action verbs _____ Reverse chronological order _____ <i>Example:</i> "Assisted 20 customers per day with their clothing purchase decisions" _____	<ul style="list-style-type: none"> - Build a Career Portfolio to better articulate your skills and abilities - Ask a Career Advisor how to include keywords from job postings into your experiences - View Sample Résumé Binders in the FSU Career Center Library Section V 													
Communication & Style	Grammar/punctuation/spelling _____ Verb tenses - Appropriately past and/or present _____ Consistent formatting _____ Efficient use of space _____ Action-oriented language _____	<ul style="list-style-type: none"> - Avoid résumé templates! - Read the What Employers Say About Résumés handout in the Career Center Library - Visit Career Spots for résumé tips 													
(Other Sections)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Technical Skills</td> <td style="width: 33%;">Professional Associations</td> <td style="width: 33%;">Memberships</td> </tr> <tr> <td>Computer Skills</td> <td>Awards</td> <td>Languages</td> </tr> <tr> <td>Objective/Summary</td> <td>Certifications</td> <td>Etc.</td> </tr> <tr> <td>Related Class Projects</td> <td>Relevant Coursework</td> <td></td> </tr> </table>	Technical Skills	Professional Associations	Memberships	Computer Skills	Awards	Languages	Objective/Summary	Certifications	Etc.	Related Class Projects	Relevant Coursework		<ul style="list-style-type: none"> - Read the FSU Career Center's Writing a Résumé Guide for more category ideas - Visit the Garnet & Gold Scholar Society webpage for engagement area ideas 	
Technical Skills	Professional Associations	Memberships													
Computer Skills	Awards	Languages													
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Related Class Projects	Relevant Coursework														



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You will gain more skills as you progress through your academic and co-curricular activities; you are not expected to possess all of these skills.

Competencies	Skills	Examples	Next Steps
Critical Thinking & Problem Solving	Brainstorming solutions _____ Consulting with experts _____ Executing new strategies _____	Analyzed 6 months of customer data in order to identify high-traffic times that required increased employee scheduling/coverage.	Use the Transferable Skills Checklist to identify competencies you already possess and how you may develop new ones Watch Candid Career videos to learn the skills that industry experts desire
Research & Innovation	Data analysis & research _____ Designing investigations _____ Creativity & innovation _____	Collaborated with a multidisciplinary team of 8 researchers and practitioners to study the effects of sleep on students' self-reported wellbeing.	
Communications	Clear articulation of ideas _____ Draft professional reports _____ Public speaking experience _____	Corresponded with high-stakes donors via email on a daily basis to procure continued grant-funding and refer inquiries as needed.	
Teamwork & Cross-Cultural Collaboration	Group work/projects _____ Negotiation & compromise _____ Conflict management _____	Co-facilitated 3 childcare seminars per week to help new parents learn infant hygiene skills.	Use these resources to inspire your next steps: <i>The Career Center</i> - Career Center Ambassadors Program - FSUshadow - Garnet & Gold Scholar Society - InternFSU - Mock Interview Mentors Program <i>Campus Partners</i> - The Center for Leadership & Social Change - The Center for Global Engagement - Student Government Association - NoleCentral - New Student & Family Programs - Orientation leaders
Digital Fluency	Hardware and/or software skills _____ Multimedia experience _____ Database usage/management _____	Created an online questionnaire to gauge which new marketing materials appealed to 250 consumers.	
Leadership	Project management _____ Develop others' strengths _____ Prioritization/delegation of tasks _____	Motivated a team of 20 fellow athletes by encouraging regular visits to academic tutoring and Career Center drop-in advising.	
Professionalism & Ethical Responsibility	Follow policy/procedure _____ Take initiative _____ Show integrity & resilience _____	Received the Employee of the Month award 3 months consecutively, an honor recognizing punctuality and attention to detail.	
Career Management	Articulate skills _____ Match skills to industry needs _____ Self-advocate for opportunities _____	Adapted 3 research projects regarding exercise and self-care into an interactive workshop for office-bound employees.	
Global Fluency & Social Responsibility	Explore & understand cultural differences _____ Interact with various populations _____ Display inclusivity _____	Volunteered to practice English conversation with 3 refugee families for at least one 30-minute session bi-weekly (per family).	Ask Career Center staff how to create an Individual Learning Plan (ILP)

Learn more about [ProfessioNole Competencies](#) and the [ProfessioNole Ready](#) program by clicking the links