

## 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"> <li>- Include your <a href="#">Career Portfolio</a> URL to complement your résumé experiences</li> <li>- Read the FSU Career Center's <a href="#">Writing a Résumé Guide</a></li> </ul>	
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"> <li>- Check your academic department's website or FSU's <a href="#">Academic Program Guide</a> for official degree titles</li> </ul>	
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"> <li>- Build a <a href="#">Career Portfolio</a> to better articulate your skills and abilities</li> <li>- Ask a <a href="#">Career Advisor</a> how to include keywords from job postings into your experiences</li> <li>- View Sample Résumé Binders in the <a href="#">FSU Career Center Library</a> Section V</li> </ul>	
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"> <li>- Avoid résumé templates!</li> <li>- Read the <a href="#">What Employers Say About Résumés</a> handout in the Career Center Library</li> <li>- Visit <a href="#">Career Spots</a> for résumé tips</li> </ul>	
(Other Sections)	<div>Technical Skills</div> <div>Computer Skills</div> <div>Objective/Summary</div> <div>Related Class Projects</div> <div>Professional Associations</div> <div>Awards</div> <div>Certifications</div> <div>Relevant Coursework</div> <div>Memberships</div> <div>Languages</div> <div>Etc.</div>	<ul style="list-style-type: none"> <li>- Read the FSU Career Center's <a href="#">Writing a Résumé Guide</a> for more category ideas</li> <li>- Visit the <a href="#">Garnet &amp; Gold Scholar Society</a> webpage for engagement area ideas</li> </ul>	



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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	Data analysis & research _____ Decision-making skills _____ Creativity & innovation _____	Analyzed 6 months of customer data in order to identify high-traffic times that required increased employee scheduling/coverage.	Use the <a href="#">Transferable Skills Checklist</a> to identify competencies you already possess and how you may develop new ones
Oral/Written 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/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> - <a href="#">Career Center Ambassadors Program</a> - <a href="#">FSUshadow</a> - <a href="#">Garnet &amp; Gold Scholar Society</a> - <a href="#">InternFSU</a> - <a href="#">Mock Interview Mentors Program</a>
Digital Technology	Hardware and/or software skills _____ Multimedia experience _____ Database usage/management _____	Created an online questionnaire to gauge which new marketing materials appealed to 250 consumers.	<i>Campus Partners</i> - <a href="#">The Center for Leadership &amp; Social Change</a> - <a href="#">The Center for Global Engagement</a> - <a href="#">Student Government Association</a> - <a href="#">NoleCentral</a> - <a href="#">New Student &amp; Family Programs - Orientation leaders</a>
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/Work Ethic	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/Intercultural Fluency	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 <a href="#">Individual Learning Plan (ILP)</a>

Learn more about The National Association of Colleges and Employers' (NACE®) [career competencies](#) by watching brief [Career Spots](#) videos

