



# Résumé Checklist

## Header (Contact Information)

	Is your legal (government) name written in bold text at the top of the page?
	Did you include your email? (Be sure that it is professional.)
	Did you include your phone number? (Be sure to set up a professional voicemail recording.)

## Education

	Did you include Jacksonville State University (not JSU) and any other institution you graduated from?
	Did you include your official degree(s) (B.A., B.S., M.A., M.S., etc.) and name the major(s)/minor(s)?
	If you have not graduated yet, did you clarify that you are expecting to graduate (include month & year)?
	Did you include specialized/relevant coursework for the position (if you didn't make a separate category)?

## Experience

	Did you include the company/organization you worked for and the job title you held (or currently hold)?
	Did you include the city, state, and zip code where you worked? (Include country if international.)
	Did you include a year-to-year date range for the job title/employment history?
	Did you provide a brief description (1-3 sentences or bullet points minimum) of the job title?
	Are all verbs (actions/states of being) in the proper tense (past for former jobs, present for current ones).
	Do you use key terms that relate to the position you are applying for to make connections to past roles?
	Do you avoid overly simplified or repetitive descriptions (handled cash register, answer phone, etc.)
	Do you include specific examples and indicate key skills from your past positions?

## Certifications & Licenses

	Did you include these under Education or Experience if not its own category?
	Did you include the year(s) that you received the certifications or licenses?
	Only included relevant and active licenses/certifications (nothing outdated or irrelevant)?

## Clubs, Organizations, & Professional Affiliations

	Did you list any leadership roles or experience? Any committees, major projects, or volunteering?
	Did you include the date range (year(s)) involved?
	Did you list any specific honors or awards (if you did not include a separate category for these)?

## Awards & Honors

	Did you include these under Education, Experience, or Organizations if not its own category?
	Did you include the year(s) that you received the award(s)/honor(s)?

## Skills

	Did you include a mixture of soft and hard skills (roughly 2-5 of each)?
	Did you select skills that you have that are relevant to the position (check the job description)?
	Did you include soft skills? (ex. Communication, time management, leadership, etc.)
	Did you include hard skills? (ex. Languages spoken, lab skills, programming languages, etc.)
	Did you describe the level or quality of the skills listed? (ex. Highly involved leader, strong in C++, etc.)

## General Formatting

	Did you format on your own or use a basic, simplified template with minimal formatting?
	Did you keep the margins consistent (narrow >0.5 inch) or (normal >1.0 inch)?
	Résumé is only one page in length (unless you have 10+ years' experience and/or advanced degrees)?
	Formatting (including font, font size, font color, line spacing) is consistent and easy to read?
	Did you use bolding, italics, and (more rarely) underlining only to indicate important features?
	Did you limit font size from 10 pt to 12 pt? Font is easy to read? (Times New Roman, Arial, Georgia, etc.)
	Are all sections listed in order of importance in accordance with employer requirements?
	Did you avoid using overly formatted (too blocky, colorful, flashy, etc.) templates?