RCC
Rogue Community College
Student Employment Services

Resume Checklist		Cover Letter Checklist	
Formatting & General Info	☐ Between 1-2 pages in length ☐ Has been proofread for errors ☐ Uses formal language (no slang) ☐ Uses standard, 10-12-pt. font ☐ Has consistent font and spacing ☐ Has a summary of qualifications ☐ Has clearly aligned dates on the side of the page (month & year) ☐ Doesn't include references ☐ Tailored to position/organization	**Formatting & General Info**	☐ Maximum length of one page ☐ Has been proofread for errors ☐ Uses formal language (no slang) ☐ Uses standard, 10-12-pt. font ☐ Has heading/contact info listed identically to that on resume ☐ Has date at the top of the page below contact info and recipient's contact info below the date ☐ Is single-spaced with two spaces between contact info & paragraphs
Applicant Contact Info	☐ Has name at the top of page ☐ Has phone number and e-mail address (LinkedIn URL optional)	**Recipient Contact Info**	☐ Addressed to a specific individual with an appropriate prefix ☐ Has recipient's job title and the name of their organization
Summary of Qualifications	☐ Has 3-5 points highlighting skills relevant to the position ☐ Has quantifiable evidence (e.g., "5+ years of experience…")	**Greeting**	☐ Addressed to a specific individual with an appropriate prefix or their first & last name if prefix unknown ☐ Has a colon at the end of greeting
Education Section	☐ Lists names and locations of any institutions attended reverse chronological order ☐ Lists dates of affiliation with each institution (month & year) ☐ Lists completed or anticipated degree(s) and GPA (if ≥ 3.5)	**Purpose Paragraph**	☐ Identifies the position for which the applicant is applying and how they learned of it ☐ Expresses sincere interest in the company and their mission/values ☐ Summarizes applicant's strongest qualifications that complement the position
Experience Section	☐ Targets key skills/language in job description ☐ Lists relevant (un)paid jobs and internships (name & location of the company and job title in reverse chronological order) ☐ Lists dates of affiliation with each experience (month & year) ☐ Has detailed bullet points of duties and quantifiable examples	**Body Paragraphs**	☐ Targets key skills/language in the job description ☐ Has detailed descriptions of qualifications as evidenced by specific examples (content should mirror summary of qualifications) ☐ Shows how experience and skills match needs of the organization ☐ Doesn't have verbatim copies of text from resume
Additional Sections	☐ Has other section(s) needed to further highlight skills and experience (e.g., Volunteering, Relevant Courses, Foreign Language Skills, Memberships, Certifications, and more)	**Final Paragraph & Closing**	☐ Thanks the recipient for their consideration of your application ☐ Has contact info for any questions and expresses interest in staying in touch with the recipient ☐ Has professional closing/signature