

Impactful Resumes – Checklist and Tip Sheet

Structure:

- ✓ Contact information: name, address, phone, email, LinkedIn profile
- ✓ Education: specify degree including awards achieved, any additional certifications
 - Represent your education credentials accurately. Look at your degree and certificate and record exactly what is indicated. For example: Bachelor of Science in Agriculture, major: Agronomy
 - Report date (month, year) of awarding of degree, diploma or certificate
 - Don't need to include high school if you've graduated from university or college
- ✓ Work Experience:
 - Include start and end dates (month and year is enough), starting with most recent experience
 - State name of role, location (town) and brief description of relevant responsibilities
- ✓ Skills and knowledge
- ✓ Volunteer and leadership experiences

Some tips:

- Make sure resume is up to date (includes current work role)
- Keep it simple and easy to read
- Include only relevant information
- Use active language
- Don't use abbreviations or acronyms that aren't widely used or understood

There are lots of templates available online.