

HOW TO PREPARE FOR YOUR RESUME

5 Things to Bring



Your Contact Information

You will want to include your name, phone number and email. We advise against addresses as it might create an unconscious bias.

Position & Profile

Each time you apply you should include the specific position and a profile of why you're best for the position. (One paragraph.)



Education

A list of your education including the name of school (or trade school) and dates attended. Also any degrees received.

Work History

Bring a list of your last three employers, dates of employment, and a summary of position responsibilities. (Five years at least.)



Skills & Certificates

Bring a list of your skill sets and any trainings and certifications that you've received. It is ideal to have these match the positions needs r

Canva is a great free resource to help build your resume.