

## BEST PRACTICE GUIDE: Your resume

What should your resume actually say?

**Your name and personal information.** Providing your email and phone number are standard. Home address is not necessary.

**A brief summary of you as a professional and your intended purpose.** Very good resumes have a concise professional summary explaining this. I frequently describe this section as “the conclusion at the start”; it gives the reader their answer upfront and captures their attention to keep reading.

**Your education.** Include all your qualifications.

**A brief chronological account of your roles.** Include duration (both years and months) and what your general remit was in each role. It is common practice to use bullets and put the most compelling and important of duties at the start of this bulleted list. This is the section that can easily turn from a quality list that impresses, into a shopping list that includes everything. Adopt the former.

**Anything else?** Note any internships or prior work experience. Also note any associations and volunteer work.



Consider the following ...

**Triple-check.** Most resumes I read contain an error – we are not perfect. My advice is to read your resume out loud or read it with the mindset and intention of looking for errors.

**Your style and your voice.** This document is personal and subjective and should contain your style and your voice. It should be professional first and foremost, but also personalized.

**Brevity.** Be concise and don't list everything and hope something resonates. It is a summarized version that is precisely tailored.

**Unapologetically own it.** Every single person is different and it is those different experiences and perspectives that make up who we are.

**Acknowledge gaps.** The best way to deal with any gaps or regrettable occurrences in your career is to acknowledge them and then move on. Most people have these gaps and it is more common than not.

**Start at the beginning, but get there quickly.** A good story has a catchy start, a meaty middle and an unforgettable end. But importantly – in my view – it doesn't go on too long.

“The most valuable of all talents is that of never using two words when one will do.” Thomas Jefferson