



- Start by building a master list in a simple Microsoft Word document. Write down all the relevant information to add to your resume your contact details, your current and past academic, professional and volunteer experience, and your skills and certificates.
- Keep this simple and comprehensive copy of your resume for reference at all times. Make sure it is always up-to-date.
- Watch out for unnecessary words very, really, just, rather, quite that take up valuable space you could be using to market yourself.
- Hiring managers are busy they want your resume to be THE one! Make it easy for them: make the format clean and tailor the content to the offer. Plug-in key skills directly from the offer.
- Other sections to consider based on your experiences and the opportunity you're applying for: languages, publications, relevant projects.

