

RESUME

Checklist



CONTACT INFORMATION:

Be sure this is clear, accurate, and at the top!

Name

Phone | Email | Location (optional)

QUANTIFIED ACHIEVEMENTS:

Numbers matter and tell a story.

Metrics

- How much did you move the needle?
- What size projects did you oversee?
- How many heads did you manage?
- Saved time, money, or improved efficiency?

RELEVANT SKILLS:

List plainly and easy to understand. Choose 3-5 skills, at least one from each bucket.

Hard Skills

- CRM Systems
- Microsoft Suite
- Project Coordination
- Bookkeeping
- Presenting/Speaking

Soft Skills

- Time Management
- Communication
- Problem Solving
- Adaptability
- Attention to Detail

Industry Skills

- Livestock Handling
- Sector Knowledge
- Safety Compliance
- Equipment Familiarity
- Willingness to work

BREVITY:

Don't make your resume hard to read. White space is your friend.

Company | Role

- Keep each point one line, starting with an action word
- Don't use complex jargon, plainly list what you did.
- Add metrics wherever possible.

TAILORED WORDS FROM JOB POSTING:

Use their words to sell your skills

Job Description

Include a few keywords from the job listing in your resume, especially action words.

Requirements

Make sure your skills and previous roles show that you align with their requirements.

EDIT, EDIT, EDIT:

Catch all spelling errors, formatting issues, and inconsistencies before you submit!

