

Career Jumpstart Tools

Crafting the Perfect Resume: Tips for Mining Careers



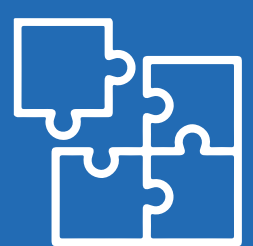
Resume Essentials

- ✓ 1-2 pages max
- ✓ Professional font (Arial, Times New Roman, Calibri)
- ✓ No sensitive or personal information



Professional Presentation

- ✓ Reverse chronological order for jobs
- ✓ Tailor bullet points to relevant skills
- ✓ Communicate successes or milestones within your previous work history



Accuracy and Relevance

- ✓ List entire work history
- ✓ Include skills, certificates and awards



Clarity and Professionalism

- ✓ Avoid funky fonts or word art
- ✓ Ensure contact details are up to date

THIS

IS

MINE

LIFE