



CANNACAREERS WORKSHEET

Prep Your Resume

Use the suggested format below to help you create/edit your resume. You'll need to start a new document (or use template that you found online!) to start filling it in. Don't forget to save as a PDF each time! Don't know how to save as a PDF? Check out this [help article here](#).

Put your Personal Information at the top of your resume! Use your name as a header.

YOUR NAME HERE (USE YOUR FULL NAME, DON'T USE NICK NAMES)

Phone Number (XXX) XXX - XXXX | Email: (Use a Professional Email Address)

PRO TIP

Don't worry about a physical address, you can share that later on when you get the job!

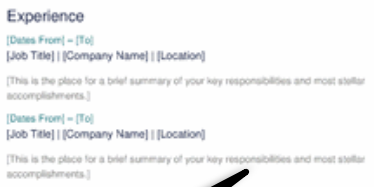
PROFESSIONAL SUMMARY

Use this space as your personal "elevator pitch". In 2-3 short sentences, describe what you have done professionally and academically over the last few years. Make sure to keep it to the work you have done that is relevant to the role you are applying to.

Replace a resume "objective" with a professional summary right underneath your personal info.

You can adjust the below sections in any way you like! Play with the order and size of each. Below is just a suggested format and is by no means a hard and fast rule. Just make sure your resume is short, easy to read, and easy to follow. Need more resume tips? Check out our past CannaCareers Campaign: Resume 101 for more advice.

WORK HISTORY / EXPERIENCE



Check this example format out! See how each job is clearly visually separate.

- List your past jobs in an organized and clear fashion. It should be easy to see each separate job you've had at a glance.
- List only the most relevant jobs (especially if you've had many).
- List in order of most recent, to least recent.
- Include your Job Title, Employer's Name, How Long you Worked There, and bullet points of your role and what you accomplished.

PRO TIP

Use ACTION VERBS and list impact.

SKILLS

- Use bullet points to list ONLY the skills you have which are relevant to the role.
- Use specific examples when you can.
- Add any relevant skills not listed in your shared work history.

EDUCATION (ONLY IF APPLICABLE)

It is not always necessary to list your educational background. DO NOT list your GPA, especially if it's not great, unless asked. If your degree is relevant to the job, keep it in there!

INTERESTS AND/OR AWARDS

- Share activities outside of work that make you look like a good candidate!

WAYS TO STAND OUT

- ✓ Cannabis advocacy
- ✓ Volunteering
- ✓ Training
- ✓ Networking

HELPFUL ORGANIZATIONS:

M4MM | Supernova Women | WOCC CannaCareers

INDUSTRY NEWS SOURCES:

Cannabis Industry Journal | Cannabis Business Times | Marijuana Moment