



EMPLOYMENT AND EXPERIENCE

The purpose of the Employment and Experience section is to describe the skills, knowledge and experiences you have gained from your past and current experiences in a way that communicates their value to the role or industry you are targeting. This section may include all relevant experiences - paid and unpaid, full-time, part-time, internship, volunteerism, campus activities and others.

Within this section describe your experiences in a way that communicates your qualifications and what you can bring to the position or the employer. Go beyond simply listing duties by describing the skills, responsibilities and outcomes most relevant to the position or industry you are targeting. This kind of detail is “resume customization” and clarifies your value for a specific employer or role.

Highlights described in the experience section may include:

- Responsibilities and outcomes achieved
- Leadership or supervision roles
- Accomplishments or improvements (remember to provide the results)

Brainstorming Questions

As you think about ways to describe your experiences, questions to consider may include:

1. What skills did you utilize or develop through your responsibilities?
2. What did you learn through your position?
3. Were you promoted or did you train others?
4. Did you create new systems or processes?
5. Did you write reports, memos, summaries or help with publications for your organization?
6. Are there examples of times when you took leadership or initiative?
7. How did your work contribute to larger processes? For example, if you did data-entry, what systems did you use, what kind of information did you enter and how did it fit into the big-picture for the company or organization?
8. What were the results of your efforts? Increased sales, a stronger mailing list, etc.

Format & Organization – Review sample resumes for examples

- Begin each bullet point with an action verb and use the appropriate tense (present for current roles and past tense for completed positions)
- Employment/experiences are organized in reverse chronological order (according to end date), listing the most recent first
- Dates are aligned either on the right or left. Provide month and year
- Include the company name, city, state and your title or position
- Use upper case, italics, bold, and underling consistently to help your position titles and organization names stand out
- You should be able to easily identify the following
 - Where you worked (company, location)
 - When you worked (month and year)
 - Position/job title
 - Job duties/accomplishments
- Bullets should go beyond job responsibilities and describe *transferrable* skills
- Quantify duties, results, and accomplishments whenever possible

Section Headers

Descriptive section headers can be an additional way to customize your resume. This kind of formatting can reinforce a skill or experience area you wish to highlight and further focus an employer's attention. This approach can also be a way to manage the sequence of how experiences are presented while still following reverse-chronological order within each section.

For example, if a student is targeting a marketing position and she has held two marketing focused internships and a part-time position that is a great experience but not as related to marketing as his/her internship roles, s/he could use multiple experience sections and descriptive headers to focus employers' attention on his/her marketing skills and experiences. Because reverse chronological order is applied within each resume section, this formatting enables the student to list the 2013 internships prior to the part-time position.

MARKETING EXPERIENCE

Marketing Student Staff

June 2013 – August 2013

ENROLLMENT MANAGEMENT, Marquette University, Milwaukee, WI

- Completed research projects including a competitor analysis and student satisfaction assessment. Suggestions based on research resulted in layout changes to Q&A webpage.
- Additional bullet points about experience.

Marketing Intern

January 2013 – May 2013

YMCA OF MILWAUKEE, Milwaukee, WI

- Conceptualized and designed English and Spanish language print and web advertising materials for People of Distinction awards.
- Additional bullet points about experience.

RELATED EXPERIENCE

Sales Associate

July 2012 – Present

SALKED & SONS, INC., Waukesha, WI

- Contribute to sales team by scheduling uniform fittings for seven high schools.
- Additional bullet points about experience.

This student could also use a descriptive header for the second experience section. "Sales Experience" or "Business Experience" are possible headers that could further communicate the nature and value of his/her Salked & Sons position (and others) to an employer.