

Résumé Section: Experience

Note: The résumé is a fluid document, which means each section can be adjusted or moved to better highlight how the job candidate meets that employer's specific needs.

This section can include not just paid experience, but also internships, volunteer experience and other prominent extracurricular experience. Obviously, you can also choose to separate them into different sections depending on your individual situation and history.

Today's job market is competitive so prospective employers are looking with candidates who can meet the needs of the position. They're looking for candidates with compelling stories, relevant experience and noteworthy accomplishments. Make it easy for a prospective employer to determine that you've got what they are looking for. If employers can't easily find what they want to see, then the job candidate is not going any further in their hiring process. Make sure to match your experience to what the employer is requiring by carefully reading the position announcement and description.

Every Experience Entry Needs Five (5) Items including:

1. Employer/Organization Name
2. Employer/Organization Location (city and state, or city and country if international)
3. Job Title/Position Title
4. Dates of Employment or Service (in month/year to month/year format; i.e. May 2014 – May 2016)
5. Bullet Statements (quickly describe what you did along with what you accomplished)

Writing Accomplishment Statements

Emphasize the contribution you made while performing the job. Your resume gives you a chance to highlight your unique contribution, achievements, and actions that can separate you from the competition. Showcase not just what you did, but how well you did it and the results/outcomes you achieved.

Use strong action verbs to emphasize performance (achievements/accomplishments). Information that can strengthen your bullet statements include:

- *Describe* your unique contribution to the organization/employer
- *List* accomplishments
- *Be specific* in describing your experiences.
- *Sell, don't just tell.* You can do this by describing and specifying
 - Telling = Answered phones at company
 - Selling = Answered 7-line PBX phone system for staff of 15, handling up to 50 calls an hour
- *Quantify:* use a number, \$, amount or percentage to sell
 - Example: Raised \$500 for American Cancer Society by selling customized t-shirts at event attended by 300

Please click [here](#) to a short video and visual aide for this section.