

9 IdYf]YbWY`

- List your experience beginning with the most recent position (reverse chronological order).
- Include full-time and part-time jobs, paid/unpaid internships or practica, and volunteer work especially if it is related to your desired job.
- Use bold print and/or italics to highlight your *job title* and **Wc a dUbm#cf [Ub]nUh]cb`bU a Y.**
- Include W]hm`UbX`ghUhY` for employer location, not the complete address.
- When listing dates, you may include the **a cbh\`UbX`mYUfz`gY a YghYf`UbX`mYUfz`cf`^ i gh`h\Y`mYUf** of employment, but be consistent throughout with the format. It is not necessary to include exact dates.
- Do **bch** include information such as salary, supervisor's name, etc.
- List job descriptions/duties using **V i ``Yh`dc]bhg** instead of writing them in paragraph form.
- Use **ghfcb [`UWh]cb` k cfXg** to describe your work experience. Avoid passive phrases such as "responsible for" and "duties included". **9`]a]bUhY`dYfgcbU`dfcbc i bg** (I, me, we) and articles (a, an, the).
- Use appropriate **jYfV`hYbgY**. Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.
- Include numbers to **e i Ubh]Zm** experience where possible. For example, # of employees supervised, \$ amount of budget managed, # of workshops taught or projects coordinated, \$ amount saved by your ingenuity.
- Focus on your accomplishments/results and how you were valuable to past employers instead of your responsibilities. Instead of "*Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors,*" try "*Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, 5 of whom were rapidly promoted.*"

G_]`g`

- Include computer and programming skills and name the software programs in which you are proficient.
- Include applicable language skills. (Non-native English speakers should not include English, it is assumed).

5XX]h]cbU`7UhY [cf]Yg`

You may also include some of the following categories if applicable:

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| ▪ Honors/Awards | ▪ Certifications/Licenses | ▪ Publications |
| ▪ Extracurricular Activities | ▪ Course Projects | ▪ Presentations |
| ▪ Volunteer/Community Service | ▪ Research | |