

# WORKFORCE **1**

## **TIPS FOR REFINING THE EMPLOYMENT EXPERINECE SECTION FOR YOUR RESUME:**

- Include all positions you have held which are related, in some way, to the job you are seeking. Be creative - these might be both paid and volunteer positions.
- Highlight your accomplishments most related to the industry you are applying for and consider eliminating information that does not help you.
- Do not overuse generic qualities that employers expect from employees, for example: organized, motivated, able to multi-task.
- Your job title from previous experiences is not as important as what you did while in those positions. Spend less time wondering if you should reword your title and more time describing your accomplishments.
- Quantify your achievements. For instance, instead of saying “organized fundraising projects,” say “Raised \$9,000 over the course of three fundraisers.”
- Instead of simply reciting your duties, use action words to depict what you accomplished. For instance, instead of saying “was in charge of new programs,” say “implemented four new programs.”
- Always find a description of the job you are applying for and describe your experiences in a way that addresses the job’s requirements. For example, if the job requires excellent communication, be sure to emphasize your communication skills and how you have used them.