

EXPERIENCED PROFESSIONAL RESUME

EXPERIENCED WILDCAT

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www.linkedin.com/customize_the_link_to_your_profile

SUMMARY or PROFILE (Optional; Recommended for career transitioning professionals)

Use 1-4 lines to describe yourself holistically and tell reader about your key experiences, how you could contribute or where you are looking to take your career. Incorporate key words and phrases from job and company description so that employers' **Applicant Tracking Systems (ATS)** will score your resume highly. This will likely increase your chances of landing an interview.

[CAREER FIELD] EXPERIENCE

Job Title, Employer, City, ST

Start Date – Present/End Date

- Customize bullets with key words and phrases from job description for the ATS scoring
- Highlight **accomplishments** (Promotions, personal awards/recognition) & demonstrate **transferable skills** (communication, team work, critical thinking); *do not just list responsibilities*
- Start each bullet with an action verb such as *led, designed, collaborated, managed, created*
- Quantify and specify when possible by using numbers, percentages, and descriptive adjectives

Job Title, Employer, City, ST

Start Date – End Date

- Order bullets by marketability with the strongest, most relevant at the top
- Use past tense when describing past experiences; use present tense for ongoing tasks
- If possible, tailor the experience section title to include career field (ex: Marketing Experience)

Job Title, Employer, City, ST

Start Date – End Date

- For older positions, highlight only accomplishments and transferable skills relevant to the job to which you are applying. Think about who the reader(s) will be and connect with their needs

COMMUNITY INVOLVEMENT

- Identify leadership roles in community, religious, and school organizations
- List transferable accomplishments during career breaks that are relevant to target employer
- Quantify and specify experiences such as fundraising, event planning, budget management, etc.

CRITICAL ELEMENTS

- It is critical that your resume be **ERROR-FREE!** Contact the Career Center to have us review it
- Use caution with templates; they limit flexibility and ATS programs may not read them properly
- Be consistent with formatting by aligning dates and bullets, bolding/italicizing similar items
- Your resume will be as unique as you are; do not feel yours needs to mimic a sample
- Be concise; readers typically spend ~20 seconds reading each resume

SKILLS & PROFESSIONAL AFFILIATIONS

- List relevant software programs (Linux, Maple, SolidWorks, Medical Records software, etc.)
- Social media platforms (When experience is business-related within your career field)
- Certifications (ex: Bloomberg, Teaching, CPA, QKA, LPC, etc.)
- Professional organization memberships (ex: American Nurses Association; Society of Women Engineers; National Association of Black Accountants; National Association of Environmental Professionals, etc.)
- Proficiencies (Basic, intermediate, advanced, fluent) with foreign languages

EDUCATION

University Name, City, ST

Graduation Year (optional)

Master of Arts/Science/Business Administration or other graduate degree

University Name, City, ST

Graduation Year (optional)

Bachelor of Arts/Science/Business Administration

Major:

Minor:

Note: Education section may be the first section for graduate students with minimal experience