

RESUME WORK EXPERIENCE

OVERVIEW: Employers want to hire someone who will make a positive impact with their organization. The Work Experience section is your opportunity to highlight any transferable skills that you have developed that help you in a position related to your degree program.

LAYOUT:

- **Jobs**
 - List any positions where you have worked that do not classify as relevant, listing the most recent position first.
 - For jobs taking place at the same time, list the one taking place the longest first.
 - Identify transferable skills: positive traits, attributes and characteristics that you have and can apply regardless of the type of work you are doing.
 - Strive for **Level Three bullet statements** when detailing these positions.
 - Use the Action Words list to write bullet statements.
 - Do not repeat action words or bullet statements.

EXAMPLE:

WORK EXPERIENCE

Crew Member

Jan. 2006 – June 2007

McDonald's Restaurant, Essexville, MI

- Effectively prepared over 500 orders during the daily lunch rush
- Earned Employee of the Month honors in October 2006 for providing outstanding customer service