



Employment or Work Experience

Transcript

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Narrator: The employment or related work experience section of your resume is one of the most important areas employers look at. This section does not just show where you have worked. It also shows how you have applied your skills, taken responsibility, and made an impact.

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Narrator: Even if you do not have a lot of work experience, you can still make this section strong by focusing on what you contributed and what you learned. For each position you include, list your job title, the name of the organization, the location, and your dates of employment. Don't forget proper capitalization.

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Narrator: Company names, job titles, and locations should always be capitalized. Underneath each role, add three to five bullet points that highlight your accomplishments and skills in the role. To write a strong accomplishment statement, start with a clear action verb.

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Narrator: Then describe what you did, who you did it for, and the result or impact of your actions. For example, instead of writing helped with social media, you might say, created and scheduled weekly social media content for the marketing team, increasing audience engagement by 25% and strengthening the company's online presence. This approach highlights what you achieved, not just what you were assigned.

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Narrator: It is also important to use the correct verb tense. Use present tense for current roles and past tense for previous ones. Keeping your tense consistent helps your resume look polished and professional.

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Narrator: Make sure you list your work experience in reverse chronological order, starting with your most recent role. This allows employers to see your latest and most relevant

experience first. Alternatively, start with a relevant professional experience section and later in the resume, have another section for additional work experience.

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Narrator: This is helpful when you have both relevant and other experiences that you want to include, but doesn't necessarily fit in a chronological style. Overall, the employment section is your opportunity to show employers how you have grown, what you can do, and the value you bring. A strong employment section does not just tell your work history, it tells your story.