

Experience Tool

Stephen F. Austin State University | Center for Career and Professional Development

How have the positions you've held in the past prepared you for the job you are applying for? That is what the potential employer wants to know. The experience section is where you can explain this!

Essential information

1. Position title
2. Employer (or organization name)
3. Location (city and state)
4. Dates of employment (month and year)
5. Concise description of duties, responsibilities, and accomplishments on the job

Suggestions for describing experiences

- Use bulleted phrases, not complete sentences
- Each bullet should begin with an [action verb](#) (use correct tense)
- Focus on accomplishments/outcomes
- Qualify and quantify the scope of your experience using numbers
- Do not use personal pronouns (I, me, my, etc.)
- Avoid phrases like "duties included" or "responsible for"
- Do not repeat the same action at the beginning of your accomplishment statement

Take a look at the chart below. Regardless of your major or work experience, employers are looking for these skills in any new hire (NACE). If at all possible, use relevant experience to support your objective. Relevant experience can be gained through jobs (part-time, full-time, and temporary), internships, volunteering, extracurricular activities, academic projects, and the military. Remember, experiences can be paid or unpaid positions. If you have no related experience, you should still list your employment background. Then, when describing your duties on the job, list **transferable skills** that are important to any work environment.

Skill/Quality	Where did you develop this skill? (Work Experience, Internship, Co-curricular involvement, Volunteer, Study Abroad, Classroom Projects)	Give specific examples of this skill/quality?	How would you write this on your résumé?
Oral/Written Communications: Clearly articulates thoughts and ideas; able to express ideas to others; writes effectively and clearly.			
Leadership: Leverages the strengths of others to achieve common goals; uses interpersonal skills to coach and develop others; organizes, prioritizes, and delegates work.			
Digital Technology: Leverages existing digital technologies; adapts to new and emerging technologies.			

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Professionalism/Work Ethic: Demonstrates effective work habits and personal accountability; demonstrates integrity and ethical behavior; able to learn from mistakes.			
Teamwork/Collaboration: Builds collaborative relationships with colleagues and customers; able to work within a team structure; can negotiate and manage conflict.			
Critical Thinking/Problem Solving: Exercises sound reasoning; obtains, interprets, and use knowledge, facts and data; demonstrates originality and inventiveness.			
Global/Intercultural Fluency: Values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions; demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individual differences.			
Career Management: Articulates personal skills, strengths, knowledge, and experiences; identifies areas necessary for professional growth; takes the steps necessary to pursue opportunities.			

If your experience seems to break into two distinct categories of 'related' and 'other', you can use these two headings and divide your experience this way. If you do this, list your related experience first and devote more detail to this section. Then below you can list other experience. Remember to list your experience entries in reverse chronological order!

EXAMPLES

Supplemental Instruction Leader

January 20XX – Present

Academic Assistance Resource Center, Stephen F. Austin State University, Nacogdoches, Texas

- Mentor group of up to 17 college students on US History course
- Attend course lectures with students and take notes for purpose of educating clients
- Prepare study questions and reviews for traditional and non-traditional students
- Created educational interactive activities for history study group, including bingo and jeopardy
- Assist students in developing quality note taking and studying skills; proficiencies needed in any class

Recreation Specialist

Summer 20XX

City of LaPorte, LaPorte, Texas

- Planned and implemented recreational activities for children ages 5-11 at camp "Lotta Funna"
- Supervised approximately 20 children on various field trips, including bowling, the movie theatre, and swimming
- Developed educational programming on public safety, pet awareness, "Young Savers" banking, and library policies
- Organized and distributed camp calendar which included all summer activities and events
- Ensured safety of all campers and staff by following City of La Porte policy