

## REVISIT RESUME:

Now that you have gained additional experience and have more classes under your belt, it's time to revisit and update your resume. Follow the steps below to begin the update process.

**1. Add the experience you gained under the appropriate section**

- For paid positions, list the experience under your "Experience" section
- For unpaid positions, list the experience under your "Community Involvement" section
- Regardless of the location of the experience, be sure to include details about the skills and knowledge gained within the roles

**2. Add any relevant course titles that you have taken since you wrote your resume**

**3. Add a link to your LinkedIn profile in the heading section**

**4. Include a link to your online portfolio (if applicable)**

**5. Review your summary section**

- Has anything changed? Are you more qualified for the role now? If so, be sure to update this section. Remember, this is where we grab the attention of the hiring manager.

**6. Review your work experience section**

- Has anything changed? Be sure to revise accordingly.

**7. Proofread**

- Proofread for spelling and grammar errors

**8. Resubmit through My Career to receive further review from a Career Services Specialist**