

Examples of experience sections

As with the other sections of the resume, there are no absolute right formats for organizing your experience information. Instead, focus on these three guidelines:

- List all pertinent information.
 - Job Title
 - Company name
 - Job location – city and state only (company address and supervisor names are not necessary)
 - Dates (years only is sufficient)
 - Duties and accomplishments
- Organize the information in a logical, easy to read format.
- Be consistent in your chosen format throughout the section.

Given these guidelines, you will be on your way to writing a resume that will catch the employer's attention! Below are some examples to give you an idea of how varied experience sections can be.

EXAMPLE #1

Dental Office Specialist, Hawaiian Tooth and Gum, Honolulu, HI, 2000 – 2001

Processed and adjusted daily claims, memos, X-rays and narrative eligibility requirements. Provided customer service by answering phones and assisting members and physicians. Audited account claims and worked with provider's lists, state files, and Medicaid members.

EXAMPLE #2

MANAGER

ARMA Group, Honolulu, Hawaii, 09/97 – 08/00

- Promoted to management within one year of initial hire date.

- Supervised daily operation of a 24-hour answering service business.
 - Hired, trained, and motivated up to 14 customer service staff.
 - Balanced books, made deposits, and produced financial reports for District Manager.
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EXAMPLE #3

Dino's Fix-It Club, MAINTENANCE WORKER, 2001 - 2005, Waianae, Hawaii. Provided building inspection and maintenance support for a 28-story residential and business complex in Waikiki . Primary duties included painting, landscaping, installing and repairing sprinkler systems, pressure-washing parking stalls, installing and fabricating rails and ensuring compliance with OSHA standards. Occasionally performed inventory duties and trained new employees.

EXAMPLE #4

NURSE'S ASSISTANT (VOLUNTEER) – Care Center of Hawaii, Lihue, HI, 01/2001 – 07/2001

- Performed nursing assistance services for Alzheimer's patients, ~ 7 patients per shift
- Provided hygiene services for residents including combing hair, brushing teeth, bathing, and dressing
- Performed light housekeeping responsibilities such as changing linens daily and making patients' beds
- Assisted residents with feeding and light meal preparation
- Ensured patients' comfort and provided excellent customer service in a prompt and pleasant manner