

RESUME TIPS

→ From a *Kellogg's* Recruiter

Your resume is your chance to show what you've accomplished and how it's related to the role you're interested in.

★ Highlighting Experience:

- List experience chronologically with years
- Include all job titles if you've had multiple
- Give specific responsibilities as well as anything outside your day-to-day responsibilities
- Don't forget special projects, awards, and volunteerism
- Quantify and list tangible results

★ Highlighting Education:

- Include your highest level of education and the type of degree
- If you're working on additional degrees, include them with expected graduation
- Remember to list relevant certifications

★ General Tips & Tricks:

- Tailor your resume to align with the position
- Keep it to 1-2 pages, depending on experience
- Keep your LinkedIn profile up to date to match your resume
- Review before submitting

