

SECTIONS OF A RESUME

4. EXPERIENCE



Accomplishments

Frame your key responsibilities as accomplishments.



Responsibilities

An employer isn't interested in what you were expected to do in a job but how you did it.



How?

Use a sentence structure that highlights-

- o What you did
- o How you did it
- o What was the impact

Below is an example.



Receptionist

Skin Clinic (2020 - present)

- **Booking appointments**



Receptionist

Skin Clinic (2020 - present)

- Scheduled and managed appointments for over 300 customers over phone, email & SMS.

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