



LAKE FOREST
COLLEGE

Career Milestone Guide: Updating Your Resume

- Review your current resume and update the verbs and dates** - The action verbs for completed experiences should be in past tense; action verbs for experiences you are currently doing should be in present tense. Update the end dates for completed experiences.
- Add new experiences** - Include experiences that taught you important skills (interpersonal, computer, time management, teamwork, etc.) or that may be related to your career goals. Experiences can include coursework/class projects, awards, internships, research experience or part-time jobs. Review the [Career Milestone Guide: Building a Resume](#) for examples.
- Add details** - In bullet point form, add descriptions to your experiences that highlight your skills and achievements. Use action verbs to highlight your skills and include a results statement that explains why the work that you did was important or valuable. Check out the [Action Verbs and Results Words](#) list for help.
- Evaluate the format** to make sure the headings and order of information highlight your skills & achievements. For example, if you know research skills will be important in your ideal job, create a RESEARCH EXPERIENCE section.
- Proofread for errors!**

If you want a refresher on building a resume from scratch, review the [Career Milestone Guide: Building a Resume](#).