

RESUME RELEVANT EXPERIENCE

OVERVIEW: Employers want to hire someone with experience. The Relevant Experience section is your opportunity to highlight your previous experience and bring it to the attention of the potential employer.

LAYOUT:

- **Jobs**
 - Listing the most recent position first, list any positions that you have completed or are currently working in that are relevant to either your major/minor area of study or position that you are applying for.
 - This is the section where a co-op or internship position should be listed.
 - **If you have not** obtained any relevant experience, do not include this section on your résumé.
 - Strive for **Level Three bullet statements** when detailing these positions.
 - Use the Action Words list to write bullet statements.
 - Do not repeat Action Words or bullet statements.
 - In lieu of relevant work experience, you may list relevant coursework.

EXAMPLES:

RELEVANT EXPERIENCE

Tax Season Internship

Jan. 2008 – June 2008

The Rehmann Group, Troy, MI

- Managed several audits in the areas of government, private, and non-profit organizations
- Accurately prepared over 300 tax returns for partnerships, individuals, and corporation

RELEVANT COURSEWORK

Federal Income Tax Accounting
Intermediate Accounting I
Intermediate Accounting II

Financial Accounting
Fund Accounting
Managerial Accounting