

Seeking a New Career or Advancement

Preparing Your Resume

- Reading: Tailor your resume  
10 min
- Reading: Create a resume and add your new skills  
10 min
- Discussion Prompt: Reflection on Job Skills  
10 min
- Reading: Add your job experience to your resume  
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10 min

Job Searching and Professional Networking

Interviewing

On the Job

# Add your job experience to your resume

Open the resume template that you’ve chosen. In this activity, you’ll consider the best possible way to explain your work history and experience so that you can add it to your resume. *Note: If you can’t find the template you chose, we’ve included the templates below for you.*

## Resume Templates

Use the links below to create copies of the resume templates.

- [Resume Template 1](#) - Google Doc format
- [Resume Template 2](#) - Google Doc format

OR

If you don’t have a Google account, download the templates directly from the attachments below - Microsoft Word format:

[Resume Template 1](#) - Microsoft Word .docx format

[Resume Template 2](#) - Microsoft Word .docx format

## Add your work experience to your resume

One of the most important functions of a resume is communicating your prior work experience to the reader in a favorable light. This can often be challenging, as the one-page format forces job seekers to summarize all of their work experience into a few bullet points. This can make it hard to know what should be included and what should be left off.

The practices below will help you to select and communicate the highlights of your work experience in the shortest, most impactful way possible.

As you think about how to represent your work experience on your resume effectively, remember the best practices you’ve learned:

- Focus on your accomplishments first, and explain them using the formula “**Accomplished X, as measured by Y, by doing Z.**”
  - These statements help you communicate the most important things a recruiter or hiring manager is searching for — the impact of your work.
  - Whenever possible, use numbers to explain your accomplishments. For example, “a 15% increase in productivity,” is better than “an increase in productivity.”
- Phrase your work experience and duties using **Problem-Action-Result** (PAR) statements.
  - For example, instead of saying “Fixed Python code,” phrase it as “Saved the company over \$50,000 in a weekend by fixing an error in a Python script.”
- Use examples that highlight **transferable skills** or those skills that can transfer from one job or industry to another.
  - This is especially important if you are transitioning from another industry into the tech field.
  - For example, troubleshooting is a skill often used in job descriptions for Automation Engineers. So, highlight examples from your work experience that demonstrate your ability to identify and fix problems.
- The job experience section is the right place to list your **soft skills**.
  - These are non-technical traits and behaviors that relate to how you work.
  - Are you detail-oriented? Do you have grit and perseverance? Are you a strong critical thinker? Do you have leadership skills?
  - Give an example of how you demonstrated leadership skills on the job.
  - Providing a specific example is more effective than simply claiming to have a skill.

This is almost always the hardest part of crafting a resume, especially if you are transitioning from a different career field. However, if you take a moment to think deeply about your previous work experience, you’ll likely discover that you can find ways to represent your work experiences in a way that highlights your abilities relevant to Python Automation Engineering roles, like critical thinking or complex problem solving.

## Get the interview

Remember that the goal of a resume is to get an interview. You will have an opportunity to expand on the details of your knowledge, skills, and experience during that interview. Though you may find it challenging to compress all of the various responsibilities and accomplishments from previous jobs into a few bullet points, focus on communicating succinctly that you are a candidate who understands the needs of the role, and you have the skills and experience to warrant an interview.

## Sample experience description

Below is a resume that provides an example of transferable work experience. Notice how it demonstrates factual, measurable successes and job experience that could be relevant to a variety of jobs in a short, concise manner.

Click the link to create a copy of the doc. If you don’t have a Google account, download the example resume directly from the attachment below.

- [Work Experience Resume Example](#) - Google Doc format

OR

- [Work Experience Resume Example](#) - Microsoft Word format

## Add your work experience

Now that you have had some time to think about your work experience, you should add it to your resume, keeping in mind the best practices we shared above, and that creating a resume is a process. You’ll likely come back to work on it multiple times to change things like phrasing or formatting. With effort and time, you’ll eventually get your resume to a place where you’re satisfied with the final result.

If you need inspiration, or want to see how other Python Automation Engineers have structured their resumes, take a moment to search for resumes of real Python Automation Engineers. You can find these easily on sites such as LinkedIn. Seeing how others with your target job title have structured and worded their own resumes may give you valuable insight about more effective ways to highlight your own experience!

Mark as completed