

CAREER EXPERTS GROUP

LET'S GET TO WORK ON YOUR CAREER!

YOUR CAREER > YOUR FUTURE

ASK THE EXPERTS

MAY 2022

LINKEDIN

What changes should I make to my resume and LinkedIn profile if I am looking to advance my career?

Your resume and LinkedIn profile should be crafted for the job you want, not the job you have. Make sure you demonstrate how your accomplishments, skills, and learning have prepared you to take that next step.

- Review job postings for the job title(s) you are aspiring to and identify keywords, responsibilities, accomplishments, skills, etc.
- Build those keywords into your resume and LinkedIn profile – be sure to include specifics and quantifiables to support these new additions or changes.
- If the position you are targeting is more managerial than technical/task-oriented, be sure to adjust your accomplishments to reflect your managerial skills.
- Take certifications and courses that support the level you are aspiring to.

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