

ASK THE EXPERTS

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RESUME

Is it okay to change the job title on my resume or LinkedIn profile?

Altering the job title on your resume or LinkedIn profile requires careful consideration to maintain professionalism and honesty. Here are some guidelines for adjusting your job title, along with precautions to ensure you stay within ethical boundaries.

WHEN IT'S ACCEPTABLE

Clarifying Vague Titles: If your official job title is vague or doesn't accurately reflect the scope of your responsibilities, you can modify it to a title that accurately describes what you did. For example, if your title was "Specialist," you could change it to "IT Specialist" if your role was in IT support.

Industry Standard Titles: In cases where your official job title is unique to your company but doesn't align with titles traditionally used in the industry, adjusting it can help recruiters and hiring managers better understand your role. For instance, if your company's title for a customer service representative is "Client Happiness Manager," changing it to "Customer Service Representative" could avoid confusion.

PRECAUTIONS TO TAKE

Maintain Honesty: Any adjustments should not exaggerate your level of responsibility or mislead others about your role. Stay truthful to the essence of your job.

Be Prepared to Explain: If you choose to modify your title, be prepared to explain the change during interviews, including your original title and the reason for the adjustment. Transparency is key.

Consistency with Job Duties: Ensure the revised title accurately reflects your responsibilities and skills. The goal is to clarify, not to embellish.

Consider Adding a Note: In some cases, adding a note on your resume or LinkedIn profile explaining the title change for clarity might be helpful, such as "Title at Company: XYZ (equivalent to ABC in industry)."

Check with Your Employer: Discuss your intention with your current or former employer. Some companies may have policies about title representations, or your manager might offer a title adjustment that can be officially recognized.

ETHICAL CONSIDERATIONS

Changing a job title to something that significantly overstates your role or expertise is unethical and can damage your professional reputation. Misrepresentation can lead to awkward interview situations or even the rescinding of a job offer.

Ultimately, any adjustments to your job title should aim to reflect your responsibilities and the level of your position accurately and honestly. It's about providing clarity, not about upgrading your perceived status or misleading potential employers.

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