



## Just-in-Time Career Tips

A weekly Newsletter by  
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### When do you include noteworthy achievements on a resumé?

The answer depends on the achievement, how long ago, and what it means to potential employers. Let's study a few examples:

*When I was in college, I was captain of the swim team, voted most valuable player, and set a record that still stands seven years later. Should I include this on my resumé?*

These are relatively significant to describing your overall personality and work ethic. Plus your role as captain of the team demonstrates your leadership skills, which will be important if you apply for a management position. While your professional achievements and competencies are generally of most importance to an employer, this additional information may tip the scales in your favor should you be up against an equally qualified candidate. I would include this information in the Education section of your resumé.

*Should I include my high school information on my resumé? It was a prestigious high school with an active alumni association.*

If it is your only education and you have little or no work experience, I would include high school information. If you've graduated from college, earned a degree, and also have professional work experience, I would not include high school information. If you are a member of the high school alumni association, booster club, etc. include this in a Community Service section.

*I am a long-distance runner, and recently completed the Chicago Marathon. Should I include this on my resumé?*

People (like me) who are not overly athletic will be amazed that you could complete an event so rigorous. Runners or athletic types will most likely understand the commitment, physical endurance, and mental strength it takes to train and compete in such a prestigious race. Again, this is information that speaks about your overall character, discipline, and work ethic. I would include this in a Community Service and Personal Accomplishments section.

The Community Service and Personal Accomplishments category can be placed at the end of your résumé following your Experience, Education, and Professional Affiliations sections. It's a great place to include tidbits of interest that can be expanded upon in an interview. Items you might include here would be memberships in community or religious organizations, and significant personal accomplishments such as earning a private pilot's license, or earning the Eagle Scout award.

Until next time...here's to advancing your career success!

## *Michele*

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