



KP Profiles: Do's and Don'ts

Do's

- Include all your skills from all your jobs
- Include a targeted, shorter resume to the job you are applying for right now
- Highlight accomplishments vs duties in your job description
- Pay attention to side notes on the left side of your profile
- Pdf your resume vs submitted a word formatted document
- Use achievement language in your job descriptions instead of a list of job duties
- Utilize that last two boxes and list numerically any volunteer information, programs and academic sessions in progress
- Job Notification/Employment preferences will send you brand new job postings based on the areas of interest you choose (not based on what you may be qualified for)

Don'ts

- Try to make it look like just 1 page, as in resumes
- Leave any boxes blank
- Repeat the same job duties in multiple job listings within your profile
- Submit same application to multiple jobs without attaching a tailored resume