



Kellanova Recruiter

Resume/CV Tips

Highlighting Experience:

- List experience chronologically by years
- Include all job titles if you've had multiple
- List specific responsibilities as well as anything outside your day-to-day responsibilities
- Don't forget special projects, awards, and volunteerism
- Quantify and list tangible results



Highlighting Education:

- Include your highest level of education and the type of degree
- If you're working on additional degrees, include them with expected graduation
- Remember to list relevant certifications



General Tips:

- Tailor your resume to align with the position
- Keep it to 1-2 pages, depending on experience
- Keep your LinkedIn profile up to date
- Review before submitting

