



End of Travel Resume Guide

Thank you for your participation in the Passport Program. We hope that you are enjoying your travel experience and that it is meeting or exceeding your expectations.

With your trip coming to an end, we would like to remind you to update your resume so that it reflects your travel experience. Remember, your resume is one of the most important tools in career advancement and we want to ensure that you have the best possible chances in advancing your career. Below are a few small yet powerful tips to having the most up-to-date resume.

Update Your Skills

You just completed a cross-training program - congratulations! From this experience you have attained a new set of skills, abilities and knowledge that should be included in your resume. But you don't have to stop there. Now is a great time to reflect on additional accomplishments and add them to your resume as well. When updating your skills, take the time to research job descriptions in the career field you are interested in and identify keywords. This will help you incorporate the most applicable and eye-catching words that make you stand out.

For example, if you just completed the Passport Program with Accounting, include the average number of financial documents you audited or updated and how you are now able to develop and implement creative strategies on how to audit fiscal records.

Focus on Recent and Relevant Experience

Take the time to go back to the beginning of your work experience. If you are not in the habit of occasionally reviewing your resume, chances are you may have items on there that no longer apply to your current role. By starting from the bottom of your resume and working your way up, you can remove any obsolete details and even consider deleting positions that are no longer relevant to your current career and career goals. Technology and software are great areas to begin removing outdated skills and knowledge. Unless, of course, the job position requires it.

Include Detailed Dates

Often times, resumes will only include years or not include dates at all. Be sure to include the month(s) and year(s) spent at every job, even if it is an estimation. When including the length of travel, or work experience, that you spent participating in the Passport Program, you will need to calculate all Passport Program (PPG) hours from your timesheets so that you may translate them into full-time terms. As a guide, 160 total PPG hours are equivalent to one (1) month of full-time work experience.

We hope that we have provided you with some guidance in creating the most up-to-date resume. Updating your resume now, not only allows you to include all newly acquired skills, knowledge and abilities while they are fresh on your mind, but it can better prepare you for an exciting opportunity, should one become available.

Once again, we hope that you are enjoying your travel experience!

Should you have any questions, please feel free to contact your department's Passport Program Administrator.

