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How to show promotions on a resume

Promotions on a resume are a powerful way to showcase your career growth and highlight your achievements. They demonstrate your ability to take on increased responsibilities and succeed in more advanced roles. Including these promotions effectively can make a strong impression on potential employers, showing them that you are capable and driven. In this guide, we'll cover how to list promotions on your resume, including examples and formatting tips. We'll also discuss how to make your resume at the promotions on your resume is essential because it demonstrates career growth and increased responsibility. It highlights your ability to take on new challenges and succeed in more advanced roles, which employers find attractive. Promotions provide clear evidence of your skills and accomplishments, showing that you have been recognized for your contributions. They help to differentiate you from other candidates by showcasing your professional development and commitment to your work. For example, if you started as an entry-level analyst and moved up to a managerial position, this progression shows your leadership abilities and adaptability. It also indicates that you have gained valuable experience and skills that are crucial for the role you're applying for. When detailing promotions on your resume, it's essential to choose a method that best showcases your career growth and aligns with the roles you've held at the same company under one company name, stacking the job titles and dates in reverse chronological order. This approach is particularly useful when your roles were similar or when you want to emphasize your tenure and growth within a single organization. For instance: Company Name, Location Senior Analyst, May 2020 - Present Junior Analyst, June 2018 - May 2020 Led project management initiatives resulting in a 20% increase in efficiency. Promoted for exceptional performance and leadership skills. Separate Entries: This technique is ideal when your roles had significantly different responsibilities or when you returned to a company after working elsewhere. Each position is listed as a distinct entry, allowing you to detail specific achievements and responsibilities for each role. For example: Company Name, Location Senior Marketing Manager, July 2019 - Present Spearheaded the digital marketing Specialist, January 2017 - July 2019 Developed content strategies that boosted web traffic by 25%. Bullet Points for Achievements: Regardless of the format you choose, using bullet points to highlight key achievements is essential. Focus on quantifiable results and specific contributions that demonstrate the impact of your work. Combining Roles When Necessary: If the responsibilities of your previous and current positions are very similar, you can combine them into a single entry. This method helps avoid redundancy and saves space. It can be beneficial if you were promotion through a concise description. Highlighting Key Skills and Responsibilities: With each promotion, your responsibilities likely increased. Highlight the skills and tasks specific to each position. This differentiation helps employers understand your experience. Explaining Promotions Through Achievements or projects. Use this opportunity to explain the reason for your experience. Explaining Promotion by detailing the projects or accomplishments that led to it. This can include leadership roles, significant projects, or any other contributions that set you apart. Use Reverse Chronological Order: Always list your most recent position first. This is the most common and effective format, as it places the most relevant experience upfront, which is critical for keeping the reader's attention. Incorporate Keywords for ATS Compatibility: Ensure your resume entries, as it helps you're targeting. This is particularly important if you're using separate entries, as it helps your resume get past Applicant Tracking Systems (ATS) and into the hands of hiring managers. Include relevant keywords from the job description to align your experience with the desired qualifications. Visual Clarity and Consistency: Use consistent formatting for dates, job titles, and company names to ensure clarity. This helps hiring managers quickly understand your career trajectory. Use bold or italics sparingly to emphasize key elements without cluttering the resume. Contextualizing Each Promotion: Briefly mention the context or reason for each promotion, such as company restructuring, project success, or leadership recognition. This adds depth to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers see the strategic value you brought to your experience and helps employers and the your experience and helps employers are t promotions involved taking on more leadership or supervisory roles, emphasize these aspects. Detail any team management, project leadership and initiative. By following these guidelines, you can effectively showcase your career progression and the value you brought to each role, making it clear why you are a strong candidate for the positions you're applying for. Stacked entries are a method of listing multiple roles at the same company under a single heading. This format is effective when the roles are closely related, and you want to emphasize your longevity and progression within the company. In this format, you list the company name once and stack the job titles and dates in reverse chronological order. This approach highlights your career growth and allows you to show promotions without repeating company details. It also makes it easy for employers to see your career progression and dedication to the organization. For example, if you started as a Junior Analyst and progressed to Senior Analyst, your resume might list: Company Name, Location Senior Analyst, June 2010 - Present Junior Analyst, June 2010 - Present June 2010 - Present Junior Analyst, June 2010 - P responsibilities or when you return to a company after working elsewhere. This format allows you to highlight distinct roles and achievements in each position, providing a clearer picture of your diverse skills and experiences. By listing each position separately, you can provide detailed descriptions of your accomplishments and responsibilities in each role. This approach is especially useful if your promotions included a substantial change in duties or required new skills. It helps employers understand the scope of your experience and the specially useful if you worked as a Marketing Specialist and were later promoted to Marketing Manager, you would list each role separately: Company Name, Location Marketing Manager, July 2019 - Present Led a team to implement new strategies that increased engagement by 40%. Company Name, Location Marketing Specialist, January 2017 - July 2019 Developed and executed campaigns that boosted brand awareness. This method showcases the breadth of your experience and highlights the unique contributions made in each role. When listing promotions on your resume, it's crucial to highlight achievements in each role to demonstrate the value you brought to the company. Use specific, quantifiable metrics to showcase your impact, such as increased sales, improved efficiency, or successful projects. To effectively highlight achievements, use bullet points that start with strong action verbs and include clear outcomes. This approach not only captures attention but also provides concrete evidence of your contributions. Focus on accomplishments that are most relevant to the job you're applying for, tailoring your resume to the specific role and industry. For example, if you were promoted from Sales Associate to Sales Manager, you could highlight achievements like: "Increased team sales by 25% in the first quarter as Sales Manager" and "Developed a new customer engagement strategy that boosted repeat business by 15%." These examples show your progression and the tangible results of your leadership and initiative. Using reverse chronological order to list promotions on your resume ensures that your most recent and relevant experience is highlighted first. This format places the newest job position at the top, followed by previous roles, providing a clear view of your career progression. This approach is preferred by recruiters and hiring managers as it allows them to quickly understand your latest and most advanced experiences. It helps to emphasize recent promotions and the responsibilities you've understand your most current role, which are often the most relevant to potential employers. By organizing your resume this way, you make it easier for employers to see your growth and achievements over time. For example, if you have progressed from a Junior Developer and the top, followed by Senior Developer and the top, followed by Senior Developer and the increasing levels of responsibility you have handled. To effectively list promotions and ensure your resume is ATS-friendly, follow these tips: Separate Each Promotion: Clearly list each job title and the dates held, even if at the same company. This helps ATS systems differentiate between roles. Use Consistent Formatting: Keep the formatting of company names, job titles, and dates uniform across all entries to maintain clarity. Include Relevant Keywords: Use specific keywords related to the skills and responsibilities in each role to show career progression and the impact of each promotion Avoid Complex Formatting: Stick to simple, text-based formatting without graphics or unconventional bullet points, which can disrupt ATS parsing. These practices help ensure that your promotions are clearly recognized and that your resume is compatible with ATS software, improving the chances of it being reviewed by a recruiter. When explaining short-term promotions on your resume, it's important to provide context that highlights your achievements and justifies the quick advancement. Emphasize Unique Opportunities: Mention if the promotion occurred due to unique opportunities such as a special project or a sudden company need that you fulfilled successfully. Detail Leadership for your skills, adaptability, or contributions that went beyond your role. Address Potential Concerns: If the promotion timeline might raise concerns, such as seeming too fast, briefly explain the situation in a cover letter or interview, focusing on your readiness and suitabilities. Describe Increased Responsibilities: Highlight any significant increase in responsibilities that justified the promotion, emphasizing your ability to quickly adapt to and excel in more challenging roles. Showcase Unique Skill Sets: If your skill set was a rare fit for the new role, mention this as a factor in your promotion, underscoring your unique contributions to the organization. Clarify Internal Restructuring: If the promotion was part of an internal restructuring or reorganization, explain how you were selected for the new role, showcasing your qualifications and readiness. Indicate External Recognition: If your promotion was influenced by external recognition are the readiness. Indicate External Recognition are the readiness areadiness are the readiness are the readiness are the readiness ar Sponsorship: If a mentor or sponsor within the company advocated for your promotion due to your potential and performance, mention this support to validate your advancement. When listing promotions on your resume, it's essential to showcase them in a clear and organized manner. Here are some examples of well-formatted promotions: Use this format if your roles were similar in nature but showed career progression. Company Name, Location Senior Financial Analyst, June 2020 - Present Junior Financial Analyst, June 2020 - Present Junior Financial Analyst, June 2020 - Present Junior Financial Analyst, June 2020 Developed comprehensive financial Analyst, June 2020 - Present Junior Fi key projects. Ideal for significantly different roles or responsibilities, each role is listed separately. Company Name, Location Marketing Specialist, March 2019 - July 2021 - Present Led a rebranding campaign that increased market share by 20%. Managed a team of 10 marketing specialists. Company Name, Location Marketing Specialist, March 2019 - July 2021 Implemented digital marketing strategies that doubled online engagement. Recognized for innovative approaches to content marketing. Highlight specific achievements that led to promotions. Company Name, Location Project Manager, August 2019 - Present Promoted after successfully managing a \$1M project, delivering it on time and under budget. Introduced a new project management methodology that increased efficiency by 30%. Use this format to list your most recent and relevant roles first. Company Name, Location Director of Sales, May 2022 - Present Oversaw a 25% increase in annual sales through strategic market expansion. Company Name, Location Sales Manager, January 2020 - May 2022 Led a team to achieve the highest sales growth in the company's history. Emphasize the skills and responsibilities associated with each promotion. Company Name, Location IT Manager, October 2020 - Present Promoted for demonstrating leadership in crisis management during a major system upgrade. Managed a cross-functional team to enhance cybersecurity protocols. If your promotion was tied to specific projects, highlight the key projects and outcomes. Company Name, Location Senior Project, improving operational efficiency by 40%. Coordinated crossdepartmental teams to achieve project goals on time. If you returned to a previous company in a higher role, detail both stints to show growth. Company Name, Location Senior Account Executive, February 2023 - Present Rehired to lead a new sales team, significantly increasing client acquisition. Managed key accounts and developed new client strategies. Company Name, Location Account Executive, June 2018 - December 2020 Consistently exceeded sales targets, leading to the development of new sales initiatives. If your promotions involved lateral moves with increased responsibilities, clarify the transition. Company Name, Location Senior Content Strategist, April 2021 - Present Transitioned from Editorial Team Lead to focus on content strategy, overseeing content for major brand campaigns. Developed and implemented a content strategy that boosted brand visibility. When multiple promotions occurred within a short period, clearly list each with distinct achievements. Company Name, Location Operations Director, January 2022 - Present Promoted twice within two years for driving operational improvements and cost savings initiatives. Led a team to streamline processes, reducing operational costs by 20%. These examples demonstrate how to effectively showcase promotions, ensuring your career progression is clear and compelling to potential employers. When listing promotions on your resume, avoid these common mistakes to ensure your experience is presented clearly and professionally: Lack of Clarity: Failing to separate different roles can confuse readers. For example, instead of writing "Marketing Manager/ Specialist," list each title with distinct responsibilities and dates. This approach clarifies your career progression. Inconsistent Formatting: Using varied formats for job titles, dates, and company names can make your resume look unorganized. For instance, consistently format job titles in bold and dates in italics to maintain a professional appearance. Overloading with Information: Including too much detail in each role can overwhelm the reader. Focus on key achievements, like "Increased sales by 20%," which are relevant to the job you are applying for. Ignoring Chronology: Listing roles out of chronology: L 2021 - Present" before listing "Sales Manager, 2018 - 2021." Not Explaining Short-Term Promotions: Failing to provide context for short-term promotions: Failing to provide context for short-term promotions can raise questions. Briefly explain the reasons for rapid advancements, such as "Promoted to Senior Analyst within six months due to outstanding performance." By avoiding these mistakes and providing clear, well-organized information, you can present a compelling narrative of your career progression and achievements. Including dates of employers understand how long you held each position, reflecting your stability and commitment. Specific dates are crucial for showcasing your promotions. They highlight the frequency and timing of your career advancements, making your growth visible. Clear dates also ensure compatibility with Applicant Tracking Systems (ATS), enhancing your resume's readability and chances of passing initial screenings. Congrats on securing your promotion! Being promoted is no small feat. As you know, becoming recognized for your contributions takes continuous commitment. From ongoing professional development, mentoring, self-advocacy, and positioning yourself as "promotion-worthy," you should be proud of smashing your career goals. Like many professionals, you may be considering "what's next" on your career ladder. A part of exploring that is updating your resume to showcase your growth, progress, and key achievements at your company. But how exactly do you list promotions on your resume? In this article, we will walk you through the process and considerations for how to display promotions on a resume. Whether you're applying for an internal promotion or hoping to secure a leadership role, you'll walk away understanding: How to list promotion on a resume - using separate listings or combined Whether you should mention the promotion in a separate section How to articulate the difference between the roles (we'll show you with some resume examples) But, before getting started, we need to discuss one of the most common questions that is asked when it comes to listing promotions on resumes. Absolutely! Your current and future employers want to see your growth and impact within a single company. Job promotions are a great way to show that you've become an expert, gone above and beyond, and mastered your role. Employers want professionals who will come in, take ownership of their role and job responsibilities. For those of you who have been with your current employer for an extended period, it has probably been a while since you've updated your resume (or even created one). If this is the case, we've got you covered! You can use our AI-powered resume builder to update your relevant experience. When it comes to looking for a new role, try shedding the belief that showcasing your accomplishments is "showing off" or being "too confident." Remember, no one will know how incredible you are if you don't tell them! Your resume is the place to do this. Let's go ahead and get into the details of how to list promotions on your resume. As a Nationally Certified Resume Writer (NCRW), I've spent years experimenting with what doesn't work when it comes to listing promotions. I've met with recruiters and hiring managers to learn their preferences as well. Based on my conversations on a resume is by showcasing the different positions you've held (with exceptions) within the company. Your goal is to showcase your achievements, career advancement, and impact. It can be challenging to stuff it all into one role. Listing promotions as separate roles will allow you to highlight your biggest accomplishments under each title you've held. For the sake of ease, let's use a Marketing Professional as an example. Having separate entries is beneficial if you've held multiple roles within the same company, as it is a clean and easy-to-day duties have significantly changed on your upward trajectory. Experience Company Name, City, StateSenior Marketing Manager (Month/Year - Present) Led the development and implementation of marketing professionals. Conducted marketing strategies for product launches while overseeing a team of 10 marketing professionals. campaigns. Boosted customer engagement by 30% via social media initiatives. Improved team productivity by 15% through process optimization. Marketing digital and print. Managed relationships with key stakeholders to ensure marketing alignment. Developed content for promotional materials and advertisements. Enhanced brand awareness by 25% through innovative campaigns. Achieved a 10% increase in lead generation year-over-year. Reduced marketing costs by 12% through vendor negotiations. Assistant Marketing Manager (Month/Year - Month/Year) Supported the marketing team in the execution of campaigns. Conducted market research to identify potential trends and opportunities. Partnered with graphics team in the creation of marketing materials and presentations. Contributed to a 15% increase in customer retention through targeted campaigns. Streamlined research processes, reducing time spent by 20%. Played a key role in a campaign that generated 500 new leads. This is the best way to format a promotion resume. Keep in mind if your goal is to secure a leadership role within or outside of your company, you want to make sure to use the right keywords throughout your resume. Check out our article on Leadership Skills for Your Resume. In special cases, it may be challenging to show multiple roles from your career history. For example, if you've been promoted more than five times and you have additional relevant work experience outside of your company, you may consider combining promotions under one role. This will help you avoid a 3-to-4-page resume. In addition, if your job duties and achievements across your promotions were similar, you might choose to combine them under a single listing. This approach to showing your career trajectory is also streamlined and avoids redundancy. Again, we'll take the role of a Marketing Manager to demonstrate this type of resume format. Experience Company Name, City, StateMarketing Manager (Month/Year - Present) Promoted from Assistant Marketing Manager to Senior Marketing Manager within three years due to exemplary performance and commitment to driving excellence. Led a team of 10 professionals in developing and executing marketing strategies. Coordinated with sales and product teams to ensure marketing alignment. Conducted market research and analysis to guide marketing efforts. Increased sales by 40% through effective marketing strategies. Boosted customer engagement by 30% via social media initiatives. Improved team productivity by 15% through process optimization. Enhanced brand awareness by 25% through innovative campaigns. Achieved a 10% increase in lead generation year-over-year. Reduced marketing costs by 12% through vendor negotiations. This option provides you with the opportunity to save space and quickly showcase your promotion to a senior position to hiring managers and recruiters. If this ends up being your chosen format, make sure to choose the impressive achievements that will position you for the industry and position you want. What is a promotions" or "in-role advancements." They don't often come with an increase in responsibilities without the formal title change. Even without the title, they still reflect significant professional growth. In case you're wondering, "Yes! These are definitely worth listing on your resume." Why? Even if your job title didn't change, an internal promotion indicates that your employer recognized your increasing value and contribution to the organization. Highlighting these advancements on your resume shows potential employers that you have a track record of growth and that you consistently took on more responsibilities, showcasing your ability to adapt, learn, and excel. Let's see how this lateral promotion or in-role advancement can be clearly demonstrated on your resume. Experience Company Name, City, StateMarketing Manager (Month/Year - Present) Initially hired as an Assistant Marketing Manager and promoted to Senior Marketing Manager. Expanded responsibilities to include overseeing product launches and leading a larger team. Developed and implemented comprehensive marketing strategies. Conducted market analysis and monitored industry trends. Successfully increased sales by 40% and implemented comprehensive marketing strategies. Led a team that boosted customer engagement by 30%. Improved team productivity by 15% through innovative campaigns, As you are writing your resume and listing promotions, remember that your goal is always to show continuous growth. Make it easy for the reader to follow your career journey. As you review your description and achievements in your work experience section, make sure that you clearly explain what additional responsibilities you took on and how your role expanded compared to your previous position. This can include information on the following: The increase of employees you manage. A bigger budget. Overseeing more programs. Collaborating with more leaders and stakeholders. How your expertise has expanded (did you gain any new certifications or software competencies?) Another question I often hear is, "Can I mention my promotion in other sections?" The answer is, of course you can! As mentioned earlier, being promoted is a big deal, and you should share it as often as you can. While the work experience section is the primary place to detail your career progression and promotions, incorporating mentions of your promotions in other sections of your resume can quickly grab the Hiring Manager's attention and reinforce your best qualities! Below are two sections in which you can list your promotion: The summary section is your first impression. Think of it as your elevator pitch that sets the tone for the rest of your resume. You want to immediately hook the reader by showcasing how your impact and influence have been recognized and rewarded throughout your career. Summary Innovative and data-driven Marketing Professional with 8+ years experience in increasing sales, brand awareness, and customer engagement. Promoted from Assistant Marketing Manager to Senior Marketing Manager results, and leadership abilities. All of these are qualities that a Hiring Manager looks for. Another potential area to list your promotion is your summary with your top 3 career achievements. Check out the sample below: Summary Innovative and data-driven Marketing Professional with 8+ years experience in increasing sales, brand awareness, and customer engagement. Committed to driving excellence through fostering Creative, collaborative, and forward-thinking team cultures. Top Career Highlights: Promoted from Assistant Marketing Manager to Senior Marketing Manager within three years, driving a 20% increase in sales through innovative strategies and effective team leadership. Led a team that boosted customer engagement by 30%. Improved team productivity by 15% through process optimization. Do you see how this section allows you to show off your career growth, share your professional journey, and position yourself as the best person for the job? This is exactly what a compelling resume consists of. With this competitive job market, it's crucial that you utilize all the best practices when it comes to writing your resume. Hopefully, you're feeling confident about how to list promotions on your resume! Now, it's time to move on to formatting. After all, your achievements need to be easy to read, look great, and articulate your value. Here are a few formatting tips to boost your chances of landing your next promotion! Showcasing promotions on your resume involves more than just listing job titles and dates. It's about clearly communicating your career progression and the value you added in each role. Here are the top five resume format and wording tips to help you present your promotions in the best light. Consistency in formatting ensures that you use the same structure for dates, job titles, the name of the company, job description, and location across all sections of your resume. Whether you have different roles or a new position, you need to maintain consistency. You want your achievements to stand out and be noticeable. Bulleted lists are an effective way to highlight your key achievements to stand out and be noticeable. Bulleted lists are an effective way to highlight your key achievements, new skills gained, and responsibilities in each role. This format makes your resume easy to scan and emphasizes the most important information for the reader for both your current position and previous roles. Be mindful of the words you use. Using strong action verbs like "led," "developed," "implemented," and "oversaw" demonstrate initiative and leadership. Show off your impressive accomplishments. Quantifying your Achievements with specific metrics provides concrete evidence of your contributions and impact on meeting or surpassing your KPIs. Use numbers, percentages, and other metrics whenever you can to highlight the scope and success of your work. Clearly detail the evolution of your responsibilities and the context of your promotions. Highlight the new tasks and projects you took on with each set up the career ladder, emphasizing how your role expanded throughout your job promotions. Now it's your turn. You've learned the ins and outs of how to list promotions on your own resume. From understanding how to list separate roles, combine promotions, and create the best format, you're all set to show career growth on your resume. Don't forget that you can also list your promotions on LinkedIn optimization, interview advice, and career growth tips. Related Blogs Fantastic news: You got a promotion! Moving up internally doesn't just mean more money and responsibility, it also looks great on a job application. That is, if you can figure out how to format your resume, they're looking for more than just an overview of your experience. Specifically, they're looking for evidence that you'll be a good fit for the position they're filling. What this means will obviously vary depending on the company and role, but one thing all hiring managers want to see is growth. So, what exactly are recruiters looking for?1. Career progression Experience is one thing, but if you've stayed in the same role for the past 10 years without moving up, most hiring managers are going to want to know why. No career growth = a major red flag. Being promoted or taking on different roles at the same company shows that you're capable of professional development. Stability on the other end of the scale, recruiters also don't want to see that you've held half a dozen jobs in as many years. If you've held a series of different roles, it's easy to come off looking like a job hopper, which you don't want. Presenting these as a series of advancements rather than as completely separate roles is key to showing your experience in the best light. Increased capabilities Being able to list a promotion on your resume isn't just about a linear escalation of job titles. Recruiters also want to see signs that you've picked up new skills along the way. Think about how you can list your responsibilities and achievements in a way that demonstrates real progression. Tips to showing promotions and career progression on a resumeNow that you know what recruiters are looking for, here are some examples of what we mean. You can opt to demonstrate growth through your job titles, bullet points, or both. Most of the time, the best way to display a promotion or multiple roles on your resume is going to depend on how similar the positions were. If the roles were different If you've been promoted or moved into a significantly different role, it's okay to list these as separate entries on your resume. You're essentially treating these as different jobs but using a shared company heading to make it clear that this was an internal progression rather than a series of isolated jobs. You should split up your roles into two entries on your resume to emphasize your promotions Example: COMPANY NAME, location Job title #1, dates- Bullet points should be in the format [action verb] + [what you did] + [result] f you prefer, you can list these roles completely separately, with the company name included twice (like in the image below). This is riskier since it can look to a recruiter like two different jobs if they're only quickly scanning your resume. Why consider it? Some applicant tracking systems may find it easier to read, so it's a trade-off. It's also a good way to show career progression if you held two different roles at the same company with a gap in between (for example, because of a layoff, furlough, or other employment). This example shows us how to list roles separately, showing clearly that they are different roles Example: COMPANY NAME, location job title #1, dates-Bullet points should be in the format [action verb] + [what you did] + [result]A third option is to selectively group different roles together. This is similar to the first option, but ideal if you're trying to highlight specific experience or particularly noteworthy accomplishments. Here's an example: Use this resume format if you want to list several job titles while also highlighting key experiencesExample:COMPANY NAME, location ob title #1, dates bullet points to highlight specific noteworthy accomplishments f the roles were similar. It is not easier. If you performed similar tasks in both roles, you can group the bullet points together. List the company first, followed by each role and its accomplishments were relatively similar across promoted jobs, group them together and list them like this. Example: COMPANY NAME, location Job title #2, dates Job title #1, dates- Include bullet points from both roles, focusing on career progression through your bullet points instead of in your job titles. This has the downside of being less obvious to a casual observer, but it also has a few significant advantages. If you were promoted quickly, it allows you to highlight an accelerated timeline or any other exceptional accomplishments which led to the promotion. And if your job title hasn't changed but your responsibilities have, this is a great way to point out your professional growth without having a new role to show for it. Some bullet point examples: Promoted to Associate Consultant in 2 years (1 year in advance); the only member in a cohort of 45 Analysts to be fast-trackedPromoted within 12 months due to strong performance and organizational impact - ahead of schedule by 12 months Ranked top of the class and offered an early promotion to Senior Analyst after two yearsThese examples all demonstrate that you went above and beyond in performing the duties of your role and emphasize your promotion as being particularly impressive, rather than simply routine. In other situations of your role and emphasize your promotion as being particularly impressive, rather than simply routine. In other situations of your role and emphasize your promotion as being particularly impressive, rather than simply routine. In other situations of your role and emphasize your promotion as being particularly impressive, rather than simply routine. an older role. This is still doable — simply list each role on a separate line under a single company heading and omit the bullet points. How to list older positions on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions Example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location on your resume, while emphasizing promotions example: PREVIOUS PROFESSIONAL EXPERIENCE COMPANY NAME, location of the professional example promotion of the profession of the profess your resume shows career progression good way to check if your resume shows career progression is to upload your resume to the tool below — it'll scan it and let you know if your resume shows growth, relevant accomplishments and skills. Resume formatting tips Now that you've got your promotion sorted, don't forget our general resume formatting tips: Always format your resume in reverse chronological orderOn your resume, you should always list your most recent experience first. A functional resume that highlights your skills rather than experience may seem tempting, especially if you don't have much relevant experience, but a straightforward chronological resume is best. This one seems obvious, but you'd be amazing how many people leave the dates off their resumes. At a minimum, your resume needs to list the years you were employed. Many hiring managers prefer to see months listed as well, especially if you were in a particular role for less than a few years. Exact dates normally aren't required outside of specific application forms. If you've held the same role at your company for a long time, it's important that your bullet point accomplishments still show a sense of progression, whether that's through learning new skills, taking on additional responsibilities, or unofficially taking on aspects of a new role. If you've been moved around to different roles that weren't technically promotions — for example, due to company restructuring — you can still frame it as a promotion. This doesn't mean you need to lie; instead, consider the aspects of your new role that were different or more challenging, and highlight those features.