



## Should I put short-term jobs on my resume?

Wondering if you should put your short-term jobs on your resume? This is a dilemma faced by a lot of job seekers. The simple answer is that you should consider putting it on your resume if one of the following conditions apply:

1. you feel you worked long enough to merit a mention,
2. you made one or more valuable contributions, or
3. the experience you gained is relevant to the job you are applying for.

### Three important things to consider

The three things you should consider are the duration of the job, your contribution to the position, and its relevance to the new job. Let's take a look at each.

- **Duration:** How long did you work? If you worked for six months or more, then it's usually a good idea to put in on your resume. Recruiters generally do not like long gaps between jobs. This is especially true for young job seekers who do not have many years of experience. It's probably best to include all your short-term jobs longer than six months on your resume.
- **Your contribution:** Do you think you made a valuable contribution to the job? If you did, then you should put it on your resume. You may have occupied a significant position, introduced a groundbreaking new idea, attracted a lot of new clients, or helped generate a substantial revenue in your short tenure. Whatever your contribution, if you feel that it made a difference, then you should put the job on your resume. Be sure to include your important accomplishments on your resume as well.
- **Relevance:** How relevant was the short-term job to the one you are applying for now? Was it a similar position, or with an employer in a similar business? Does the new position require similar skills? If so, include the short-term job on your resume.

How to include your short-term jobs in your resume

Here are resume formatting options for work experience that includes short-term jobs:

- **Related & Additional:** Separate your work experiences (both long-term and short-term) into two groups: related experiences and other (additional) experiences. Place the related experiences in the upper part of your resume and list all the jobs related to the job you are applying for in this group. Give the



starting and ending dates, job title, responsibilities, contributions and achievements, if any. Place the other (additional) experiences in the lower part and list all the jobs not directly related to the job you are applying for in this group.

- **Resume Profile:** This is a brief summary of your job experiences, skills and goals relevant to the job for which you are applying. It's typically placed in the upper part of the resume, just below the contact information. Mention all or the most relevant of your short-term jobs in a short paragraph. No need to include the dates and responsibilities here.

If you are in the market for a job that matches with your education, training, skills and experiences, then consider getting professional help. The professionals at [workway.com](http://workway.com) have many years of experience helping place jobseekers like you in a variety of temporary and temp-to-permanent jobs.