

How to Show a Promotion on Your Resume

Reflecting a promotion on your resume can show professional growth, making you a competitive candidate for future opportunities. To show a promotion on a resume, you can:

- Create stacked entries under the same company header for positions with similar duties.
- Create separate entries under the same company header for positions with different duties.

Jobs that are similar in nature

If the positions you held at the same company were similar in nature and the only thing that changed was your job title, stacking entries will create a clean, cohesive look on your resume. Stack each job title and the dates you held the job under the name of the company. Your most recent position will be listed first and your past position(s) will be placed underneath. Finally, create bullet points under each position that list your responsibilities and achievements. ****Remember to explain your promotion with one of the bullet points.**

Here is a sample resume of multiple positions in the same company:

The Goodies Cookie Company, Boston, MA

Marketing Manager | January 2018—Present

Marketing Coordinator | January 2016—January 2018

- *Promoted within a six-month timeframe for exceeding goals and supporting company culture*
- *Track growth on a weekly basis using Google Analytics to determine ROI for lead generation and social media campaigns*
- *Execute email and social media marketing programs, including campaign building, A/B testing, list building and content creation*
- *Created email drip campaign as part of lead nurturing strategy that resulted in a \$20,000+ increase in sales*

In the bullet point that describes your promotion, include why you were promoted. For example, you can say, “*Promoted within 12 months for outstanding performance on project XYZ.*”

Jobs that are different in nature

If you held positions in the same company that had different responsibilities, you should consider separate entries for each position. Divide the job titles and treat them like different positions.

After your current position, add your previous positions with the company. As you list older positions, you can use fewer bullet points to describe your responsibilities.

Here's an example of how to list multiple positions at one company on a resume:

The Goodies Cookie Company, Boston, MA

Office Manager | January 2020—Present

- *Designs and implements internal procedures to maximize teamwork and efficiencies*
- *Accurately documents daily schedules, meetings, calendars and communications*
- *Monitors progress of day-to-day activities of administrative staff as well as volunteers*
- *Adheres to the department's procedures for managing resources to complete assigned programs on time*

Training Manager | January 2019—January 2020

- *Constructed visual aids to use while leading presentations and orientations*
- *Adhered to company policies, missions and regulations to create relevant training materials and provide applicable advice*
- *Organized activities and events to involve employees in training practices and generate positive company feedback*

Getting a promotion shows that you are a hard worker who achieves results for your company. With these tips on how to list promotions on a resume, you can clearly showcase your talents.