**Revised & Updated Resume:** your revised and updated resume should now include your practicum experience. If you interned at a job you worked before, make sure to list the NEW duties you took on since the last time you worked there. Remember: list your experiences in reverse chronological order within each section; develop a “professional development” section under your “education” section if appropriate; use ACTIVE verbs to start the phrases describing your experiences; capitalize and punctuate carefully and consistently. Upload to ELMS during the first week of class.