



ANTHROPOLOGY
CAREER READINESS
NETWORK

Virtual Experience: What is it? How Do You Put It on Your Résumé?

Virtual experience programs can help you acquire skills and experience that are valued in the professional world but not necessarily taught in your degree program. Online programs can be useful for anyone. However, they may be especially appreciated by people living in rural areas and small towns as well as those experiencing mobility and accessibility issues, constrained financially, or not conversant in the local language. There are many online courses, five of which are covered in this tool.

[Coursera](#)

Coursera offers a variety of paid and free programs, including degrees, certificates, courses, and specializations. You can search by paid and free content, program host (such as a university or company), subject matter, and program type. Most free programs are smaller, such as an individual class. However, it is possible to apply for financial assistance on Coursera if you want to take one of their paid programs. Coursera's pricing is either on a month-to-month subscription basis, or a term-basis if you're seeking a degree.

[edX](#)

This program was created by Harvard and MIT and has over 150 partners providing courses. EdX offers courses, certifications, and online bachelor and master's programs. The courses are a mix of paid and free. search programs by subject or school.

[Forage](#)

Forage was created to provide experience and connect students with organizations. Companies such as BCG, VISA, and Clifford Chance create the courses. An option with some courses is to submit your completed assignments; employers have been known to hire students after seeing their submissions. All Forage programs are free.

[LinkedIn Learning](#)

If you are on LinkedIn, chances are you have heard of their online course platform. LinkedIn Learning is a paid service, although many universities offer it for free to their students. Ask your career department or student services if your school offers LinkedIn Learning; they can help you get set up. This platform offers a variety of courses with office and technical skills, such as Excel, Python, or Word--the most popular.

[Parker Dewey](#)

This site specializes in "micro internships" for students. Employers post short-term jobs or projects lasting from a few days to a few months. The listings are typically for remote work in the business, design, and technology sectors. Additionally, all internships are paid. No unpaid internships here! New listings appear daily.

Putting Virtual Experience on Your Résumé

Now, that you have taken one of these courses, how do you put it on your résumé?

Typical résumé sections include your Contact Information, Summary of Qualifications, Professional Experience, Skills, and Education. Internships, for example, are listed as a job under “professional experience.” Include your job title, employer (including state and city), dates employed, and an internship summary (e.g., skills applied or acquired, responsibilities, achievements).

Certificates and degrees are listed under “Education.” Include the name of the college/university (for a degree or certificate) or company which hosted the program (for a certificate), dates of attendance, and what you achieved (e.g., academic majors, minors, certificates).

LinkedIn courses, experience programs, and individual classes are different from certificate and degree programs. Such virtual experiences fit into a new résumé section, "Academic Activities" which can be placed after the "Education" section on your résumé. Be sure to include the program or course that you took, the host program or organization offering it, a brief summary, and the proficiencies you gained. The example is from LinkedIn Learning.

RESUME SECTION

EXAMPLE

Name of Program (Date Completed)

Program Host

Summary of Program

- Skill/experience/achievement 1
- Skill/experience/achievement 2
- Skill/experience/achievement 3

Excel Essential Training (May 2023)

LinkedIn Learning

Participated in online class (5 hours)

- Acquired Excel skills (e.g. formulas, functions)
- Created charts appropriate for data
- Designed pivot tables

If you are having trouble finding relevant experience or training, give these virtual experience programs a try. After all, the more experience you can add to your résumé, the more attractive a candidate you will be.

