

# RESUME BASICS

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

## Special Considerations

*Length:* Resumes can be one-two pages in length, depending on the extent of your relevant experience.

*Style:* Consider adding stylistic elements like color or a more innovative layout that can assist in relaying who you are as a professional, but keep in mind, overall formatting and readability is key.

*Unique Sections:* Be sure to include your internship experiences as well as relevant volunteering, community service, and significant course projects. If available, consider including a link to your portfolio of past/current work (your own art, social media design, professional reflections on internship experiences, etc.).

*Other Things to Keep in Mind:* Resumes enable you a space to showcase the great experiences and skills you have gained within your internships, course projects, volunteerism, and employment. Showcase your gained experiences, which can include: galleries, museums, community organizations or nonprofits, festivals and venues, event planning, analyzing metrics and budgets, social media promotion and marketing, fundraising and donor relations, needs assessment, and community outreach.

## Organization & Layout

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

## Fonts & Style

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

## Sections & Information

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first.
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

# Name

website.com/portfolio  
LinkedIn.com/in/Name

Phone  
Email

## EDUCATION

*University of Wisconsin – Stevens Point (UWSP)*  
**Bachelor of Arts - Arts Management**  
**Minor - History**

Stevens Point, WI  
December 2023

## EXPERIENCE

*Edna Carlsten Gallery (UWSP)*  
**Gallery Assistant Manager**

Stevens Point, WI  
December 2022-Current

- Trained and oversaw 6+ gallery employees and interns ensuring streamlined gallery operations to include operation of virtual exhibits.
- Collaborated with curator and local artists to coordinate exhibits, permitting, and logistics.

*Tri-Area Music Festival*

**Booking Assistant; Fundraising Intern**

Stevens Point, WI  
May-September 2022

- Coordinated venue specifications, booking processes, and ticketing for five regional music festivals using *Gigwell*.
- Co-led a team that secured \$73,000 in additional summer campaign funding.

*Central Wisconsin Children's Museum*

**Fundraising and Community Outreach Intern**

Stevens Point, WI  
May 2021-October 2022

- Co-wrote grants to secure funding for museum operations and special projects.
- Oversaw and managed successful fundraising efforts totaling \$35,000.
- Organized and scheduled 20+ volunteers for museum painting event.

*UWSP Museum of Natural History*

**Social Media Management Intern**

Stevens Point, WI  
September 2020-May 2021

- Created, managed, and evaluated social media accounts and marketing efforts using *Hootsuite*, *Google Analytics*, and *Canva*.
- Adjusted social media content and promotional strategy resulting in a 75% increase in followers and renewed partnerships with regional K-12 classrooms and teachers.

## COMMUNITY OUTREACH & INVOLVEMENT

*History Club*

**Events Coordinator**

Stevens Point, WI  
September 2019-Current

- Contact and schedule in-field professionals and coordinate logistics (travel, lodging, meals, etc.) for bi-annual guest speaker series.
- Submit requests to local businesses and collect donations for annual fundraising event.
- Reviewed and updated the Club's Mission, Vision, and Value Statement based on member feedback and goals.