

# 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:** Depending on your experience, your resume can be one to two pages.
- **Style:** You can include information for a portfolio to highlight previous work.
  - Your resume can also have some more artistic elements or a more innovative layout if they add to the overall readability and do not distract from it.
- **Unique Sections:** Be sure to include volunteer experiences and internships; these may be the best way to highlight the skills you have gained.
  - If you have experiences with student organizations, non-profits, undergraduate research, these should also be added to your experience sections.

## 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 & Content

- 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.

# First Last

City, State • (715) xxx-xxxx • email@gmail.com

## Summary of Qualifications

- Excellent creative writing capabilities • Strong literary analysis skills
  - Extensive experience in Microsoft Office
  - Long work history as a dependable team member
- Able to effectively communicate and provide excellent customer service
  - Great at prioritizing tasks and multi-tasking

## Education

University of Wisconsin-Stevens Point (UWSP), Stevens Point, WI

Bachelor of Arts - **English**

May 2023

Minor: **Creative Writing**

Summa cum laude

Member of Sigma Tau Delta Honor Society

## Relevant Coursework

- |  |  |
|--|--|
| <input type="checkbox"/> Small Press Management      | <input type="checkbox"/> Book and Publication Design |
| <input type="checkbox"/> Editorial Process           | <input type="checkbox"/> Ethnic American Literature  |
| <input type="checkbox"/> Creative Nonfiction Writing | <input type="checkbox"/> Grant and Proposal Writing  |
| <input type="checkbox"/> Writing for Digital Media   | <input type="checkbox"/> Advanced Creative Writing   |

## Related Experience

Cornerstone Press, UWSP

Stevens Point, WI

**Editor and Sales Director**

January 2022-May 2023

- Supervised a group of 5 undergraduate students to coordinate the sale and distribution of books published by Cornerstone Press.
- Assisted with the editing of 5 books through the various stages of the publishing process.
- Worked 20 hours/week while a fulltime student between two jobs.

English Department, UWSP

Stevens Point, WI

**Media Content Editor**

September 2022-May 2023

- Updated content on the department's website strictly following University Communications and Marketing guidelines.
- Created social media content promoting events, information and departmental news for Facebook, Twitter, and Instagram.
- Coordinated an 8-hour UWSP social media takeover to promote National Poetry Month and Poem in My Pocket Day.

Wisconsin/Nicaragua Partners of the Americas

Stevens Point, WI

**Cultural Commons Arts & Marketing Intern**

Summer 2022

- Created website and blog posts to promote the Commons and generate sale of walkway pavers.
- Facilitated the installation of ongoing components being added to the park including the completion of the "Diamond of the Segovias" sculpture.
- Developed cohesive interpretative signage throughout the Commons..
- Communicated effectively with team while working virtually during COVID.
- Wrote press releases for local media.