

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.
- *Unique Sections*: Be sure to include volunteer experiences, coursework, and internships that may apply including campus stations, newspapers, and publications. If you have written for any of these sources or other organizations/businesses, you should also include these experiences.

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.
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Name

Address Line 1
Address Line 2 (optional)

Phone
Email

EDUCATION

University of Wisconsin-Stevens Point (UWSP) Stevens Point, WI
Bachelor of Science in Communication, Media Studies emphasis May 2023
Minor in **Philosophy**
Graduated *cum laude*

JOURNALISM EXPERIENCE

SPTV (UWSP) Stevens Point, WI
News Anchor September 2022 – May 2023

- Conducted multiple interviews to gain contrasting perspective on various issues facing campus.
- Produced scripts for each planned segment including UWSP and professional sports coverage.
- Producing thirty-minute news broadcast covering campus, local, and state-wide events.
- Prepared notes and statistics to concisely relay information to a diverse audience.

Various Roles September 2020 – September 2022

- Alerted on-air talent about upcoming commercial and segment breaks.
- Monitored the volume channel and teleprompter.
- Managed cameras during the show and collaborated with editing team to compose final broadcast.

Wisconsin Public Radio (WPR) Stevens Point, WI
Pointers Connect Program Intern October 2020 – May 2021

- Assisted with production of “Route 51” including topic research, creating interview questions, and booking guests.
- Wrote promotional copy for WPR sponsored and local events to be aired on WPR central stations.
- Represented WPR at a variety of central Wisconsin events to promote the station.
- Produced episodes of full-length radio programming in collaboration with on-air talent.

ADDITIONAL EXPERIENCE AND COURSEWORK

Sports Journalism (UWSP) Stevens Point, WI
Team Case Study Fall 2022

- Conducted virtual interviews with UWSP Hockey Team players, staff, and coaches.
- Drafted a variety of press releases and video segments for hypothetical game/season outcomes synthesizing interview materials, actual game footage, and written copy.
- Collaborated with a group of four students to create a website mock-up for a new sports team.

Ultimate Frisbee (UWSP) Stevens Point, WI
Team Captain September 2021 – March 2023

- Organized a group of 10 students to create an intramural team.
- Justified, submitted, and received approval for an annual team budget totaling \$2,400.
- Awarded Most Valuable Player (2020) and nominated for leadership and development award.

SKILLS

Software: Final Cut Pro, Adobe Premiere, Microsoft Office Suite

Social Media Platforms: Twitter, Facebook, Instagram, LinkedIn, and HootSuite