

Resume Basics

Your resume is not a static document – it should be molded to highlight your qualifications to fit the requirements of each position or program you are applying for. 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: Any experiences you have working in museum, education, or non-profit settings are important to include whether they are jobs, internships, or volunteer experiences.

ORGANIZATION & LAYOUT

- Organize content according to what is required and relevant to the position or program.
- Use margins (½-1-inch), sections, or columns to balance and organize your content.
- Draw attention to content on the left-side by balancing your resume with content on the right-side (by using justification, spacing, or tab settings).
- List experiences in reverse-chronological order (present to past) with the most recent, relevant content listed first (near the top of each section).

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 **bolding**, *italics*, CAPITALIZATION, and underlines to draw attention to the most important parts of your resume. Generally, each style should emphasize a single type of information.

SECTIONS & INFORMATION:

- Create section titles that market your experiences.
- Be sure to edit your resume to match what an employer asks for in the job description (required education, experiences, and skills).
- Format your information to make it easily accessible to the reader. It is much easier to skim bullet points for information than paragraphs.
- Be thorough but concise.

Name

Address Line 1
Address Line 2

Phone
Email

EDUCATION

University of Wisconsin – Stevens Point (UWSP)
Bachelor of Arts in History

Stevens Point, WI
December 2023

NON-PROFIT EXPERIENCE

Edna Carlsten Gallery (UWSP)
Gallery Manager

Stevens Point, WI
March 2023-December 2023

- Oversaw 10+ gallery employees and interns to ensure operation of the museum.
- Facilitated training for student employees and hosts including operation of virtual reality exhibits.
- Collaborated with curator and local artists to ensure art installations and other exhibits met specifications.

Carlsten Gallery Student Advisory Committee (UWSP)
Member

Stevens Point, WI
February 2021-December 2023

- Evaluated proposals for permanent art installation and collaborated with other committee members to select finalists.
- Coordinated locations, permitting, and other logistics with students, university staff, and local officials for long-term public art installations.
- Met with finalists to discuss project details and draft budgets for various installations for final approval from stakeholders.

Central Wisconsin Children Museum
Programs and Fundraising Intern

Stevens Point, WI
May 2023-August 2023

- Wrote grants in cooperation with supervisor, to secure funding for museum operations and special projects.
- Successfully coordinated fundraising efforts with local businesses and individuals for repainting the interior of the museum.
- Organized and scheduled over 20 volunteers for museum painting.

UWSP Museum of Natural History
Social Media Management Intern

Stevens Point, WI
May 2022-October 2022

- Created and implemented social media plan for university operated museum.
- Managed six online platforms to cultivate an online community and increase visibility.
- Led marketing committee in the creation of new social media platforms to increase reach.

COMMUNITY INVOLVEMENT

History Club

Events Coordinator (Fall 2023)

Stevens Point, WI
Spring 2021 - Fall 2023

- Garnered donations from local business for raffle drawings at an annual fundraising dinner.
- Coordinated travel, lodging, and other accommodations for speakers invited to campus.

Member (Spring 2021-Spring 2022)

- Contributed to event planning through monthly club meetings and committee engagement.
- Attended a variety of volunteer activities through Boys and Girls Club, Salvation Army, and City of Stevens Point.