

NOTES

In addition to the bullet points listed under this item, this is a potential place for you to list any class projects or other academic opportunities in which you participated and which relate to positions for which you apply.

Dates can be written in different styles. Although this person chose to write out the entire month, another option would be to write the month using the three-letter abbreviation. Using this convention would allow dates to be aligned more cleanly down the page.

This bullet point contains an excellent example of quantifying experience. The standard convention when writing numbers is to spell out any number under 10. Therefore, this should read “six”.

This bullet point could be improved by stating why demonstrating expertise using these various style guides is important. For example, an addition to this statement could be as follows: “...to teach students proper mechanics of source citations”.

As with the previous bullet point, this bullet point states what this individual did, but she fails to state its importance to the position or the position to which she is applying.

Resumes¹

The structure of resumes generally includes the following main headings: Education, Employment History, and Interests/Skills. The bulk of the content will naturally fall under the Employment History section (you could also title this section “Relevant Experience” if you have internships or other academic experience that you want to showcase). The subheadings in this section should consist of your job titles, listed in reverse chronological order. Under these subheadings you should include bullet points that demonstrate accomplishments instead of a list of regular tasks that you performed during each job. These bulleted statements should begin with strong action verbs and contain keywords from the specific job description that correspond to the employment opportunity for which you are applying. As with your cover letters, you should not disclose your disability on your resume because doing so may result in an automatic dismissal of your application by the employer.

Sample Resume

The following sample resume is fairly representative of what would be considered a quality example. Please see the comments throughout the document for suggested changes or points about structure and content.

Ashley K. Vanderbilt

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EDUCATION

B.A. In English; Emphasis: Editing June 2013

Brigham Young University, Provo, UT

- Major GPA: 3.6
- Awarded full-tuition scholarship based on academic achievement (7 semesters)
- Dean’s List for academic achievement (Fall 2010)

PROFESSIONAL EXPERIENCE

Teaching Assistant

January 2012 – Current

Brigham Young University, Provo, UT

- Collaborate with authors to edit manuscript for publication (source-check, design, and copy editing)
- Write exam questions for 6 major assessments and 16 quizzes
- Aid 25 students with assignments, share and demonstrate editing strategies
- **Demonstrate expertise using Chicago Manual of Style, BYU Studies Style Guide**
- **Render course support for 3 English editing courses and professors**
- Evaluate and grade assignments for more than 65 students; monitor class grades

Demonstrating leadership and other interpersonal skills on your resume is a great thing to do because these things begin to show your potential fit with the company culture.

This is a nearly perfect bullet point because it states what this individual did and exactly how it benefited her employer. In turn, it shows potential future employers what she is capable of doing for them.

This is an example of a soft skill. Although communicating all of your skills is important, incorporating soft skills into your accomplishment bullet points legitimizes them because you add the context under which they were gained.

STATA and SPSS are examples of technical skills. Technical skills do not usually require context to prove their validity, but they should be applicable to the jobs to which you apply.

Publishing Intern April 2011 – August 2011
New York Times, New York, NY

- Explored potential benefit of expanded social media to publishing operation
- **Acquired leadership skills** through shadowing seasoned editors and publishers
- Researched quality improvement opportunities for 6 departments including Visual Journalism

Author/Editor August 2010 – April 2011
Daily Universe (Brigham Young University), Provo, UT

- Authored 3-5 newspaper articles weekly on international current events, local news, and politics
- Oversaw 10 students' publications and proofread more than 20 articles weekly for print
- **Produced social media strategy to increase campus readership by 25%**
- Supervised 3 student editors; trained team on up-to-date editing principles
- Handled daily communication between 12 student writers, 2 editors, and 14 full time advisors

Receptionist April 2010 – August 2010
Syracuse Public Library, Syracuse, NY

- Addressed customer concerns in an efficient and timely manner
- Exhibited superior interpersonal skills with customers and coworkers
- Improved efficiency of front desk by implementing innovative clerical procedures

SKILLS AND PROFESSIONAL QUALITIES

- **Demonstrated effectiveness at managing tasks to meet deadlines**
- Excellent research and analytical skills (**STATA and SPSS** data analysis)
- Superior communication and organizational skills
- Experience in handling confidential information
- Ability to work cooperatively with others to complete tasks
- Self-motivated and result-driven
- Strong project management and supervision abilities

1. REACH (n.d.). REACH toolbox: Which resume is right for you? [PDF file]. Retrieved from https://uac.byu.edu/sites/default/files/uploads/Which%20Resume%20is%20Right%20for%20You_1.pdf