



## Résumé Writing

### What is a Résumé?

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A résumé is a summary of your qualifications, education, and experiences related to an opportunity you are seeking. In an average of 30 seconds or less, most reviewers decide whether or not to consider a candidate for an interview. To make the best impression, your résumé must be clear, concise, and compelling. The following are general guidelines to help you craft a résumé which successfully highlights your qualifications, education, and experiences.

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### Want Assistance with your Résumé?

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Read through this document and feel you could use more assistance? The Office of Career Services will assist students and alumni at any point in the résumé writing process. You DO NOT need a complete résumé to come see us!

**Scheduling an appointment:** Career counselors are available to meet with students and alumni for résumé assistance and critiques, as well as a variety of other career development related topics. To schedule an appointment, either visit us in McMahon 102 or call (202)319-5623 between 9:00 AM and 5:00 PM.

**Walk-in hours:** For a quick résumé critique or question, visit us Monday-Thursday 3:30-4:15 PM in McMahon 102

**Handshake:** Make sure to upload your finalized résumé version to Handshake. Handshake will use your résumé to auto-populate your profile, saving you a lot of valuable time! You can also give employers access to your résumé by making your profile and résumé viewable to employers. Learn more here: <http://bit.ly/CUAHandshake>.

## Résumé Content

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**There is no “standard résumé”, but there is a “standard goal”** – to best highlight your qualifications relevant to the opportunity you are seeking. This section contains content guidelines to help readers quickly and easily identify your relevant qualifications. Use these guidelines to help craft a résumé that best showcases your unique experiences.

### *Identifying Information*

At the top of your résumé include the following information:

- Name – ensure your name stands out by making it bold and slightly larger than the rest of your résumé.
- Address/location – for privacy purposes, you do not need to include your street address, but at minimum include city, state, and zip code. If you are still in school, you may also consider including both your current and permanent addresses/locations.
- Phone number – include the best number to reach you and ensure your voicemail greeting is professional.
- Email address – ensure your included email is professional (e.g. no “soccergrl17@aol.com”).
- Professional Website URL(s) – include the link to your LinkedIn, portfolio, or other professional websites.

### *Summary of Qualifications (optional)*

A summary of qualifications (a.k.a. highlights, professional summary, professional profile, etc.) highlights your most relevant qualifications, helping readers quickly identify your credentials. For this reason, a summary of qualifications is helpful if you have a dense or lengthy résumé. Additionally, if you are making a career change a summary of qualifications assists the reader in focusing on your most transferable skills, rather than possibly unrelated experience(s).

In your Summary of Qualifications you should **include industry specific experience, amount of relevant experience, relevant specialized skills and achievements, and additional qualifications setting you apart from other candidates.**

Sample Summary of Qualifications:

“Media Studies and Video Production student with significant experience developing, pitching, and producing short-form video using Adobe Premiere Pro and Final Cut Pro, and communication experience in the form of program facilitation, providing campus tours, and administrative responsibilities.”

- Program Manager with over 10 years of experience in leading teams who support high-profile clients within the Department of Defense (DoD) and the Department of Homeland Security (DHS).
- Managed teams of up to 30 personnel (contracts valued up to \$18M) in the areas of acquisition, financial, IT, and program management.
- Hold professional credentials in project management (PMP), project risk management (RMP), and an active Top Secret security clearance.”

### *Education*

In reverse chronological order, list all institutions from which you have earned a degree. Beyond your sophomore year, you typically do not include your high school, unless you were involved in an experience relevant to the opportunity you are seeking. Education should follow your identifying information (or if you choose to include it, your Summary of Qualifications), unless you graduated several years ago or have experience demonstrating stronger qualifications.

For each institution listed include the following:

- Name and location of the institution
- Type of degree(s) and year earned – always write out your degree (e.g. Bachelor of Arts, not B.A.)
- Major and any minors, concentrations, certificate programs, etc.

You may also consider including these optional items:

- |  |  |
|--|--|
| → Cumulative GPA and/or major GPA                      | → Projects and/or thesis or dissertation topic, clinical or field experience |
| → Relevant courses – list course titles, not numbers   |  |
| → Scholarships, honors, awards, and/or honor societies | → Special training programs, certifications, and/or licensures               |
| → Study abroad   |  |

NOTE: You may consider including these optional items in different sections. For example, if course projects are among your most relevant experiences, you may include them in your experience section or a separate “Course Projects” category.

## Experience

Use this section to summarize experiences that best highlight your skills and accomplishments related to the opportunity you are seeking. A common misconception is an experience section is only for work experience (e.g. jobs or internships). You can actually include much more, including but not limited to:

- Full-time and part-time work
- Paid and unpaid internships
- Military Service
- Student involvement and leaderships
- Volunteer and service work
- Course projects
- Practicum and clinical experiences

For each experience you choose for your résumé, ensure you include the following information:

- Your position title (e.g. Marketing Intern, Vice President, Varsity Athlete)
- Name of the organization
- Location of the organization (i.e. city, state or city, country if abroad)
- Dates you participated (e.g. August 20xx-Present, Aug.-Dec. 20xx, Fall 20xx, Summers 20xx-20xx)

Following this information, **include concise statements (not full sentences)** summarizing and highlighting the skills and accomplishments you demonstrated in the position. **Begin each statement with a strong action verb** in the correct tense, that is use the present-tense if you are currently in the position (e.g. Create), whereas if you have finished the experience, use the past-tense (e.g. Created). Sample action verbs can be found on page 12 of this document. Each statement should **describe your actions and the results**, if possible quantifying your results to convey the scope and significance of your accomplishments. For example:

- “Entered three years’ worth of client performance data in compliance with confidentiality protocols”
- “Lead social media awareness campaign strategies that consistently results in over 300 likes for each post”
- “Coordinated with team of four students to develop a report and presentation examining performance measures”

To draw attention to the most relevant experiences, you can break your experience section into two parts, “Relevant Experience” and “Additional Experience”. For an example, see the sample chronological résumé on page 6. You may also find you have enough of type of experience to warrant an additional categories. For some ideas of categories to include, see the “Other Categories to Consider” section below, or you may even consider using functional headers (see page 13) to categorize your experiences.

## Skills

By including a separate skill sections, you can ensure your specialized skills stand out to readers. List any relevant skills and your level of expertise. You may also choose to create sub-headings such as “Language Skills” or “Technical Skills”. The following are skills you may consider including.

- Language skills – ensure you list your level of expertise (i.e. basic, intermediate, advanced, or fluent)
- Computer/technical skills – any software and/or programs you’ve worked with (e.g. databases, programming languages, social media analytics, video/photography editing programs, graphic design programs, etc.)
- Specialized skills – any skills you have honed professionally or academically (e.g. through a training program), such as training and facilitation, conflict mediation, etc.

## Other Categories to Consider

To best highlight your qualifications and experiences, you may consider using one or more of the categories listed below in addition to or in the place of the sections already talked about in this document. When deciding if you should use a category, consider if you have enough experience under the category to warrant its own section. Categories you may consider, include but are not limited to:

- Student Activities
- Community Service
- Campus Involvement
- Leadership Experience
- Honors & Awards
- Course Projects
- Presentations
- Research
- Publications
- Certifications/Licenses
- Professional Memberships

## References

Including references or the line “references available upon request” on your résumé wastes valuable space and therefore should not appear on your résumé. Rather, **create a separate page with the same header and formatting as your résumé** which you can provide if asked (see page 12 for an example). Typically you will be asked for 3-4 references for which you should include their full name, title, relation to you, and contact information (phone number, email address, and mailing address). **Make sure to always ask permission** before including individuals as your reference.

## Résumé Formats

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There is no “standard résumé” format\*. Each résumé format offers a different perspective on your experiences. Your goal is to best present your qualifications, so the format you choose will depend on what you want to emphasize to the reader. Included in this handout are the most common formats.

\*NOTE: You may discover your industry of interest or an application requires a specific résumé format (e.g. federal government, music/performance, etc.). Visit the Office of Career Services online or schedule an appointment with a career counselor to learn more about formats not included in this handout.

### *Chronological*

The most common format, **chronological résumés organize experience in reverse chronological order** (i.e. most recent first). Chronological résumés are easy to follow as they show career/experience growth and the organizations at which you have gained experience. When in doubt, choose a chronological format because it is most familiar to readers.

Consider a chronological résumé if you:

- Are seeking an opportunity in a career field where you have already gained experience
- Want to highlight your most recent experience
- Have little to no previous experience (see the “Limited Experience Résumé” example on page 8)
- Are applying to graduate, medical, law school, or other post-graduate opportunities

To draw attention to the most relevant experiences you can break your experience section into parts, such as “Relevant Experience” and “Additional Experience”. The chronological example included in this document breaks the experiences up in this way. You may also find you have enough of specific type of experience to warrant an additional section. For some ideas of categories to include, see the “Other Categories to Consider” section of this document.

### *Functional*

By focusing on three to four areas of transferable skills and achievements, a functional résumé places emphasis on your relevant qualifications. **Qualifications are arranged around these skill/achievement areas rather than around date** (see “Same Functional Headings” on page 13). After the qualifications, it is expected that an experience history is included at the bottom of a functional résumé. A functional résumé is highly effective if you have a diverse set of experiences which make qualifications difficult to communicate in the chronological format.

Consider a functional résumé if you:

- Are seeking to change career fields
- Want to highlight specific abilities and transferable skills
- Have a variety of experiences that do not align with the opportunity you are seeking
- Want to take the focus away from your places of employment or gaps in employment

### *Federal*

Interested in an opportunity with the Federal Government? You may have noticed some differences in the hiring process, including requiring a federal résumé. The federal résumé format is different from what you may know as a typical résumé, as it requires more details and can run up to five pages for an entry-level position. For more information about how to write a federal résumé, the Office of Career Services suggests students visit either USA Jobs ([www.usajobs.gov](http://www.usajobs.gov)) or Go Government ([gogovernment.org](http://gogovernment.org)). You can even find a FREE Résumé Builder on the USA Jobs website, which will generate a template with your inputted information.

### *Curriculum Vitae*

A curriculum vitae (CV) is a listing of your education, work history, publications, presentations, awards/recognitions, and other accomplishments related to academia. Rather than selecting the most relevant experiences, **a CV is a comprehensive document of all your professional accomplishments**; therefore, it will be much longer than your résumé. In the United States, CVs are primarily used in the academic world; however, a CV may also be useful to graduate students with published work and presentations, as it can serve as a log of your accomplishments. Outside of the United States, especially in Europe, CVs are much more common in a variety of contexts and often interchangeable with a résumé. GoingGlobal ([bit.ly/CUAGGlobal](http://bit.ly/CUAGGlobal)) is an excellent resource to learn more about international résumé and CV expectations, and any other questions about working internationally. See page 10 for a CV example, but to learn more about the content, formatting, appearance, and uses of a CV, set up an appointment with a career counselor.

## Résumé Appearance

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### Formatting Guidelines

When formatting your résumé, keep in mind less is generally more. Your goal is to effectively communicate your qualifications, not to include as many different fonts, font sizes, graphics, or formatting styles as possible. Here are some guidelines to ensure your qualifications, not the formatting, stand out.

- **Use a common font** (e.g. Times New Roman, Garamond, Arial, Calibri, or Veranda) **at 10-12 points in size** (except your name, which should be bigger).
- If you are an undergraduate student or recent grad, **keep it to one page**. If you have several years of experience, additional pages are acceptable, but ensure you fill the entirety of added pages. There are exceptions to this rule (e.g. Federal résumés or specific industries), which you can come speak to a career counselor about.
- **Format consistently** – Make sure dates are written in the same format, your experience information is ordered consistently, section headers are formatted the same, bullets all either end with or without periods, etc. By keeping formatting consistent, your résumé will not only look clean and uniform, but the reader will find it easier to locate information.
- **Use white space advantageously** – Aim for a healthy balance between used and un-used space on your résumé. While you should ensure you fill the entire page, keep in mind a crammed résumé is difficult to read and may be a turn-off to the reader. By adjusting your font choice and size, adding space between headers, and changing your margins, you can craft both a full and easy to read résumé.

**NOTE: Margins should be no bigger than 0.75 inches and no smaller than 0.5 inches.**

- When digitally submitting/uploading/emailing your résumé, **always submit a PDF version**. This ensure compatibility across systems, meaning your formatting will not appear differently on the reader's computer if they are using a different word processing system or update year.

**NOTE: always submit a PDF with a professional file name (e.g. RedCardinal\_Resume.pdf).**

- When printing your résumé on paper, it is preferable that you **print on résumé paper**. If résumé paper is not possible, stick to traditional white, off-white, or ivory. You should also print all other documents (e.g. references or a cover letter) on the same paper.

### Résumé Templates

Using a résumé template is tempting. Templates require little time and effort, but in the end they can cause a lot more time and trouble. **Bottom line, your experiences are unique and no standard template found on the internet is going to accurately represent you.** You may find many appealing templates, but when you add space for more experiences or move sections around, you will run into trouble keeping content clean and consistently formatted.

Do not sell your word processing skills short! Show off and create your own résumé from scratch. It will take time and dedication, but your finished product can be simply updated throughout your academic and professional career. In the end, your hard work will pay off!

A good place to start is looking at the sample résumés in this document. Identify formats, fonts, and styles you like and work to integrate them into your own personalized résumé. **If you need help, schedule an appointment with a career counselor in the Office of Career Services.** They have seen and formatted many résumés and can show you some word processing features which can help you personalize your résumé and best highlight your experiences.

## Sample Documents

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The following pages contain sample documents to help you begin visualizing the writing guidelines in this document and various résumé formats. Included in this document are examples of a chronological résumé, functional résumé, limited experience résumé, curriculum vitae, and a reference page. These documents are not meant to be templates, but idea generators. Your experiences and qualifications are unique, so in the end, your résumé will also be unique.

**Want to see more sample documents? Scheduling an appointment!** Career counselors are available to meet with students and alumni for résumé assistance and critiques, as well as a variety of other career development related topics. To schedule an appointment, either visit us in McMahon 102 or call (202)319-5623 between 9:00 AM and 5:00 PM.

## Red Cardinal

Washington, DC, 20064 • 123cardinal@cua.edu • 202-123-4567 • linkedin.com/in/redcardinal

### EDUCATION

#### **The Catholic University of America, Washington, DC**

*Bachelor of Arts in Politics, World Politics Concentration – Expected May 20xx*

Certificate in European Studies; GPA: 3.4; Dean's List (3 Semesters)

Relevant Coursework: Introduction to International Relations; European Culture; Comparative European Politics; History and Development of the European Union

Study Abroad: European Union Studies Internship in Leuven and Brussels, Belgium – Fall 20xx

### RELEVANT EXPERIENCE

#### **European Parliament, Brussels, Belgium**

*Intern – Fall 20xx*

- Observed and participated in meetings at which global players in international affairs addressed global issues across a range of policy areas
- Examined EU foreign affairs legislation and policy discussions culminating in a comprehensive report presenting “Brexit” and its effects on the EU
- Worked with staffers to prepare memos, speeches, and parliamentary questions for Dr. Charles Tannock, MEP

#### **Institute of World Politics, Washington, D.C.**

*Research Intern – August 20xx-May 20xx*

- Assisted in research under the direction of the chair for International Relations and Human Rights
- Drafted news articles and press releases for the Institute of World Politics website
- Performed administrative duties such as drafting emails, updating mailing lists, and answering phones

### ADDITIONAL EXPERIENCE

#### **The Center for Academic Success, The Catholic University of America**

*Tutor – Spring 20xx – Present*

- Tutor introductory French students (three students per semester for one hour per week), focusing on grammar usage and word choice

#### **Chick-fil-A, Richmond, VA**

*Team Member – June 20xx - Present*

- Achieve “my pleasure” customer service policy by consistently demonstrating appreciation in all customer, team, and manager interactions
- Recognized by management for maintaining a 100% accuracy rate when closing and balancing the register at the end of each shift

### INVOLVEMENT

#### **International Affairs Association (IAA), The Catholic University of America**

*Catholic University Model United Nations Conference Planning Committee Member – Fall 20xx-Present*

- Conduct email outreach to Greater Washington, D.C. Metropolitan Area high schools to market event and confirm registrations of participating high schools
- Serve on European Union subcommittee to plan European Union crisis simulation event

*Active Member – Fall 20xx-Present*

- Attend and assist with IAA sponsored guest speakers and events focused broadly on international politics

#### **CUA Women's Soccer, The Catholic University of America**

*Varsity Athlete – Fall 20xx-Present*

- Practiced 25+ hours a week during season, 15+ hours a week during off season, while maintaining travel schedule and strong academic standing
- Competed with 22-person team to win the 2015 Landmark Women's Soccer Championship

### SKILLS

Proficient in French (spoken, written, and comprehension)

Microsoft Office Word, PowerPoint, Excel, and Publisher

## RED CARDINAL

Washington, D.C., 20064 | 123cardinal@cua.edu | 202-123-4567 | linkedin.com/in/redcardinal

### SUMMARY OF QUALIFICATIONS

Media Studies and Video Production student with significant experience developing, pitching, and producing short-form video using Adobe Premiere Pro and Final Cut Pro, and communication experience in the form of program facilitation, providing campus tours, and administrative responsibilities.

### EDUCATION

**The Catholic University of America (CUA), Washington, DC**

*Bachelor of Arts in Media Studies (Expected May 20xx)*

Certificate in Video Production

GPA: 3.2; Honors: Dean's List (2 Semesters)

Relevant Coursework: Introduction to Sound Production and Design, Multimedia Art Using Final Cut Pro, Digital Photography and Dynamic Narrative

### VIDEO PRODUCTION EXPERIENCE

- Produce and prepare short form content for online platforms of the Discovery, Animal Plant, and Science networks using Adobe CC products
- Tracked and analyzed audience engagement of published video content on associated Discovery online platforms
- Video and edit CUA Office Undergraduate Admission promotional content using Final Cut Pro
- Worked on a 5-person team to identify overarching theme, video, and edit video campaign on the CUA student experience

### WRITTEN & ORAL COMMUNICATION

- Prepared and presented pitches for digital content on Discovery online platforms
- Led groups of 15+ potential students and family members around CUA campus while sharing information regarding the campus and student experience
- Planned and facilitated four educational programs per semester for residents focused on community building, cultural awareness, and academic and emotional resource awareness
- Answer phones and respond to needs of potential CUA students and family members

### ADMINISTRATIVE EXPERIENCE

- Assist with set-up and break-down of Office of Undergraduate Admission events
- Conducted rounds throughout residence hall and logged any building concerns and resident violations of University and Office of Residence Life policy
- Performed various administrative tasks, including answering phones, typing, filing, preparing documents, scheduling, entering information into databases, photocopying, and faxing

### SPECIAL SKILLS

- Skilled in video editing using Adobe Premiere Pro and Final Cut Pro
- Experienced in Adobe Photoshop and Illustrator
- Basic conversational Spanish
- Knowledge of Microsoft Office Products (Word, PowerPoint, Excel, and Publisher)

**WORK EXPERIENCE** **Media Assistant**, CUA Office of Undergraduate Admissions, Washington, D.C., Aug. 20xx-Present

**Digital Media Intern**, Discovery Communications, Silver Spring, M.D., Summer 20xx

**Resident Assistant**, CUA Office of Residence Life, Washington, D.C., Aug. 20xx-May 20xx

### INVOLVEMENT

**Member**, Director's Cut, The Catholic University of America, Fall 20xx-Present

**Cardinal Ambassador**, CUA Office of Undergraduate Admission, Fall 20xx-Present

## Red Cardinal

Washington, DC 20064 | (202) 123-4567 | 123cardinal@cua.edu | linkedin.com/in/redcardinal

### Professional Profile

Creative Engineer proficient in data organization and analysis. Passionate and motivated, with a drive for learning new things. 5+ years' experience in managing, problem solving, and cost estimation. Looking to couple background with newly acquired skills in R and Python Programming languages, within a data heavy field.

### Skills Summary

- Data Mining and Model Building
- Computer Programming (Python, R)
- Database Querying and Manipulation (MySQL)
- Microsoft Office, Excel, & Adobe
- Critical Thinking and Creative Problem Solving
- Active Learning
- Effective Time Management
- Strong Oral and Written Communication

### Professional Experience

#### Cost Analysis

- Developed budgets for owners on new building projects, ranging in value from \$10 to \$150 million dollars.
- Performed historical data analysis to review building designs and identify project premiums. Investigated and proposed cost reduction alternates to mitigate construction expenses.
- Solicited and evaluated proposals from subcontractors to estimate construction costs for competitive bidding.
- Devised and implemented value engineering solutions for projects during construction.
- Analyzed and negotiated subcontractor pricing proposals and requisitions.

#### Scheduling and Tracking

- Conceptualized and developed a computer program which tracked and evaluated subcontractor progress during construction. Unsatisfactory performance trends were identified and reports were distributed automatically.
- Effectively managed tools for reviewing and monitoring project documentation, submissions, and equipment deliveries to ensure material was on site and work was properly coordinated to meet the project schedule.
- Managed project change order tracking between subcontractors and owners.

#### Project Management

- Successfully lead the punch list and commissioning efforts for two office and one residential building.
- Oversaw the document archiving and turnover process for two office buildings.
- Prepared scope of work exhibits and negotiated contracts for purchasing efforts on upcoming projects.
- Resolved financial and implementation conflicts between subcontractors.

### Employment Summary

#### Clark Construction Group, LLC – Bethesda, MD

- **Project Manager** – 20xx – 20xx
- **Project Engineer** – 20xx – 20xx
- **Office Engineer** – 20xx – 20xx

### Education

#### Certificate in Data Science, Johns Hopkins University, 9-Course Specialization, Coursera 20xx

- Course Highlights: R Programming, Getting and Cleaning Data, Exploratory Data Analysis, Reproducible Research, Statistical Inference, Regression Models, Practical Machine Learning, Developing Data Products

#### Certificate in Fundamentals of Computing, Rice University, 6-Course Specialization, Coursera 20xx

- Course Highlights: Interactive Python Programming, Principles of Computing, Algorithmic Thinking

#### B.S. Civil Engineering, The Catholic University of America, Washington, DC 20xx

- GPA 3.76/4.00
- Honors: Magna Cum Laude, Member of Tau Beta Pi (The Engineering Honor Society), Dean's List Honoree



## RED CARDINAL

Local Address:  
620 Michigan Avenue, NE  
Washington, D.C. 20064

202-123-4567  
123cardinal@cua.edu  
linkedin.com/in/redcardinal

Permanent Address:  
289 Main Street  
Springfield, CA, 22212

### EDUCATION:

#### Bachelor of Arts in Philosophy, University Honors Program

Expected May 20xx

The Catholic University of America, Washington, D.C.

Honors: Catholic University Academic and Parish scholarships, Knights of Columbus scholarship

St. Joseph's Academy, Springfield, CA

June 20xx

GPA: 4.0, Valedictorian

Honors: Presidential Award for Academic Excellence, National Honor Society, Key Club Award

### EXPERIENCE:

#### Freshman Honors Course Term Project, HSPH 101 - The Desire to Know

The Catholic University of America, Washington, D.C.

Fall 20xx

- Worked with 3 peers to thoroughly research a current day issue, apply deductive reasoning in syllogistic form, and arrive at a conclusion
- Presented syllogistic argument to peers and responded to questions regarding reasoning and conclusion

#### Camp Counselor

Summers 20xx & 20xx

Sunny Day Boys and Girls Camp, San Fernando, CA

- Supervised up to 20 campers ages 5 through 7
- Coordinated daily activities, including arts and crafts and swimming lessons
- Disciplined campers on an as-needed basis; served as a mentor and positive role model
- Communicated daily with parents about each child's behavior and wrote progress reports

#### Sales Associate

January 20xx-April 20xx

Abercrombie and Fitch, Bakersfield, CA

- Operated cash register; counted and reconciled drawer at the end of each shift
- Interacted with customers in a professional manner
- Assisted in closing and opening store

### LEADERSHIP:

Student Government, St. Joseph's Academy

20xx-20xx

Senior Class President

20xx-20xx

Varsity Tennis Team, St. Joseph's Academy

20xx-20xx

Captain

20xx

### COMMUNITY SERVICE:

St. Ignatius Parish, Springfield, CA

Spring Mission Trip (building homes for the poor in West Virginia)

20xx and 20xx

Youth Ministry Group

20xx-20xx

Altar Server

20xx-present

Soup Kitchen, St. Mary's Homeless Shelter, Bakersfield, CA

20xx-20xx

### SKILLS:

*Languages:* Bilingual in Spanish and English

*Computer:* Microsoft Word and PowerPoint, Social Media (Twitter, Facebook, and Instagram)

## Red Cardinal

620 Michigan Ave. NE, Washington, D.C., 20064  
123cardinal@cua.edu • 202-123-4567  
linkedin.com/in/redcardinal

### EDUCATION

#### Doctor of Philosophy in English Language and Literature 20xx – Present

The Catholic University of America, Washington, D.C.

*Dissertation Title:* “Insert Fairly Long Title of Dissertation Here”

*Committee:* James Joyce, Jane Austin, William Faulker (Chair)

#### Master of Arts in English 20xx

The Catholic University of America, Washington, D.C.

#### Bachelor of Arts in English, Summa Cum Laude 20xx

Mount St. Mary's University, Emmitsburg, Maryland

### TEACHING EXPERIENCE

#### Teaching Fellow Fall 20xx – Present

The Catholic University of America, Washington, D.C.

- Taught eleven sections of English 101 focused on logic, rhetoric, and argument
- As teaching assistant for American Literature Survey II (20th century), led weekly discussion sections
- Lectured in American Literature Survey II on Robert Frost (Jan. 21) and Ralph Ellison (Mar. 25)

#### Graduate Teaching Assistant Fall 20xx – Spring 20xx

The Catholic University of America, Washington, D.C.

- Taught two English 101 class per semester for four semesters
- Responsibilities included creating syllabi, planning and teaching lessons, designing assignments, grading, and conducting student conferences

#### Summer Program Instructor Summer 20xx – 20xx

Johns Hopkins Center for Talented Youth (CTY), Baltimore, Maryland

- Taught two sessions per summer of Crafting the Essay (2014) and Creative Non-Fiction (20xx & 20xx for 15-18 students in grades 7-10
- For each class, planned and conducted classes, monitored student progress, and supervised an instructional assistant

### PUBLICATIONS

#### Peer-Reviewed

Tolkien, J.R.R., **Cardinal, R.**, and Lewis, C.S. (20xx) “Insert Fairly Long Title of Publication Here” *Insert Name of Journal Here*. Vol. 31: 19-20.

Rowling, J.K., Dahl, R., **Cardinal, R.**, and King, S. (20xx) “Insert Fairly Long Title of Publication Here: A Notable Publication” *Insert Name of Journal Here*. Vol. 74: 201-210.

O'Connor, F., Chesterton, G.K., Aquinas, T., and **Cardinal, R.** (20xx) “Insert Fairly Long Title of Publication Here” *Insert Name of Journal Here*. Vol. 42: 24-26.

#### Under-Review

**Cardinal, R.**, Hemingway, E., Joyce, J., and Plath, S. (20xx) “Insert Fairly Long Title of Publication Here” *Insert Name of Journal Here*. Vol. 106: 75-78.

## PRESENTATIONS

- “Insert Title of Presentation Here: A Conference Presentation.” College English Association – Middle Atlantic Group 20xx Conference, Washington, D. C., March 20xx.
- “Insert Title of Presentation Here: A Notable Presentation.” The Catholic University of America Graduate Colloquium, Washington, D. C., April 20xx.
- “Insert Fairly Long Title of Presentation Here.” English Graduate Organization of The Catholic University of America, Washington, D. C., March 20xx.
- “Insert Title of Impressive Presentation Here.” FYE Speaker Series, The Catholic University of America, Washington, D. C., October 20xx.
- “Insert Title of Presentation Here: A Presentation on Master’s Research.” The Catholic University of America Graduate Colloquium, Washington, D. C., April 20xx

## UNIVERSITY SERVICE

<b>Task Force Member</b> English 101 Grammar Task Force, The Catholic University of America	<b>20xx – 20xx</b>
<b>Committee Member</b> English Graduate Organization, The Catholic University of America	<b>20xx – Present</b>
<b>Program Representative</b> Graduate Student Association, The Catholic University of America	<b>20xx – 20xx</b>
<b>Editor and Chief</b> The Mountain Echo, Mount St. Mary’s University Student Newspaper	<b>20xx – 20xx</b>

## HONORS AND AWARDS

- Capstone Teaching Award, The Catholic University of America, 20xx
- Nominee for the Excellence in Teaching Award, The Catholic University of America, 20xx
- The Leo T. Collier Prize for Outstanding Achievement in English, Mount St. Mary’s University, 20xx
- Lambda Iota Tau – International English Honor Society

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## Sample Action Verbs

Need help describing your experiences or want to strengthen your résumé? Try using a variety of action verbs like the ones listed below.

### **Clerical /Administrative**

Approved  
Archived  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Documented  
Executed  
Generated  
Implemented  
Inspected  
Inventoried  
Maintained  
Monitored  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Reorganized  
Retrieved  
Screened  
Systematized  
Tabulated  
Validated

### **Communication**

Addressed  
Advertised  
Arbitrated  
Attested  
Authored  
Clarified  
Communicated  
Composed  
Corresponded  
Directed  
Drafted  
Edited  
Formulated  
Influenced  
Informed  
Interpreted  
Invited  
Lectured

Marketed  
Mediated  
Moderated  
Motivated  
Negotiated  
Persuaded  
Presented  
Promoted  
Publicized  
Reported  
Responded  
Solicited  
Spoke  
Transcribed  
Translated  
Wrote

### **Creative**

Acted  
Adapted  
Conceived  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Discovered  
Enhanced  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Innovated  
Instituted  
Integrated  
Introduced  
Invented  
Modified  
Originated  
Performed  
Redesigned  
Remodeled  
Restructured  
Revitalized  
Shaped  
Simplified  
Transformed

### **Financial / Analytical**

Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Billed  
Balanced  
Budgeted  
Calculated  
Compared  
Computed  
Conceptualized  
Concluded  
Confirmed  
Deciphered  
Devised  
Distinguished  
Estimated  
Evaluated  
Factored  
Forecasted  
Formulated  
Investigated  
Isolated  
Justified  
Managed  
Measured  
Planned  
Prioritized  
Projected  
Rated  
Reconciled  
Recommended  
Researched  
Sorted  
Studied  
Tabulated  
Validated

### **Leadership / Management**

Accelerated  
Accomplished  
Administered  
Advanced  
Appointed  
Approved  
Assigned

Authorized  
Built  
Contracted  
Consolidated  
Cultivated  
Delegated  
Designated  
Directed  
Elicited  
Encouraged  
Endorsed  
Enriched  
Evaluated  
Executed  
Expanded  
Hired  
Improved  
Increased  
Initiated  
Instigated  
Judged  
Launched  
Led  
Lobbied  
Managed  
Motivated  
Orchestrated  
Organized  
Overhauled  
Oversaw  
Pioneered  
Planned  
Prioritized  
Produced  
Provided  
Recommended  
Recruited  
Regulated  
Reviewed  
Scheduled  
Strengthened  
Supervised  
Strategized  
Validated

### **Research**

Accumulated  
Acquired  
Clarified  
Collected

Compiled  
Critiqued  
Diagnosed  
Documented  
Evaluated  
Examined  
Extracted  
Extrapolated  
Gathered  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reported  
Researched  
Reviewed  
Studied  
Summarized  
Surveyed  
Synthesized  
Systematized  
Verified

### **Results Based / Problem Solving**

Accomplished  
Achieved  
Acted  
Advanced  
Alleviated  
Attained  
Augmented  
Awarded  
Closed (a deal)  
Completed  
Decreased  
Delivered  
Demonstrated  
Earned  
Eased  
Eliminated  
Enlarged  
Expanded  
Expedited  
Extended  
Finalized  
Fulfilled  
Generated

Identified	<b>Teaching /</b>	Influenced	<b>Technical</b>	Maintained
Increased	<b>Helping</b>	Inspired	Analyzed	Operated
Interceded	Advised	Instructed	Assembled	Overhauled
Improved	Assessed	Mentored	Built	Processed
Obtained	Assisted	Referred	Calculated	Produced
Produced	Clarified	Rehabilitated	Computed	Programmed
Recognized	Coached	Taught	Configured	Remodeled
Reduced	Coordinated	Trained	Constructed	Repaired
Reinforced	Counseled	Tutored	Converted	Solved
Relieved	Critiqued		Created	Tested
Remedied	Demonstrated	<b>Teamwork</b>	Debugged	Trained
Resolved	Diagnosed	Assisted	Designed	Upgraded
Restored	Educated	Collaborated	Devised	Validated
Selected	Enabled	Contributed	Diagnosed	Verified
Solidified	Encouraged	Cooperated	Drafted	
Solved	Evaluated	Coordinated	Engineered	
Streamlined	Explained	Participated	Fabricated	
Strengthened	Facilitated	Partnered	Inspected	
Transformed	Guided	Shared	Installed	

## Sample Functional Headings

Often you can identify essential skill/achievement areas by reading the description of the opportunity you are seeking. If you are having difficulty identifying these areas or need a place to start, here are some sample headings to use to organize your functional résumé. NOTE: It is common practice to follow each of these headers with the word “experience” (e.g. “Marketing Experience”).

If you have a chronological résumé with an extensive and diverse experience section, you may also find it helpful to break up your experiences. Using functional headings, you can organize your experience into categories, similar to if you decided to break your experience up into “relevant experience” and “additional experience” (see the “Chronological Résumé” example on page 6).

Accounting	Engineering	Market Research	Public Relations
Administration	Field Work	Marketing	Public Policy
Advertising	Finance	Materials Handling	Public Speaking
Architecture	Fund Raising	Media Productions	Purchasing
Athletic	Global Development	Medical Service	Real Estate
Bookkeeping	Graphic Design	Mentorship	Research
Career Development	Group Work	Non-Profit	Resource Development
Communication	Healthcare	Personnel	Retailing
Computing	Human Resources	Planning	Sales
Child Care	Human Services	Political/Public Action	Scheduling
Counseling	Inspecting	Presentation	Social Work
Creativity	Instruction	Printing	Supervision
Culinary	International	Problem Solving	Sustainability
Customer Service	Interviewing	Production	Systems and Procedures
Data Processing	Investigation	Product Development	Teaching
Design	Investment	Program Development	Testing
Drafting	Laboratory	Program Evaluation	Training
Editing	Layout	Program Planning	Volunteer Management
Education	Leadership	Promotion	Writing
Employment	Management	Publicity	Youth Counseling