

HOW TO CRAFT A RESUME

PURPOSE

- Provide a snapshot of your relevant work experience and skills
- Show that you are a qualified and enticing candidate to get to a first interview
- Demonstrate your fit for the position

PREPARING TO WRITE YOUR RESUME

REFLECT

Go through each component. What goes in your list under each heading?



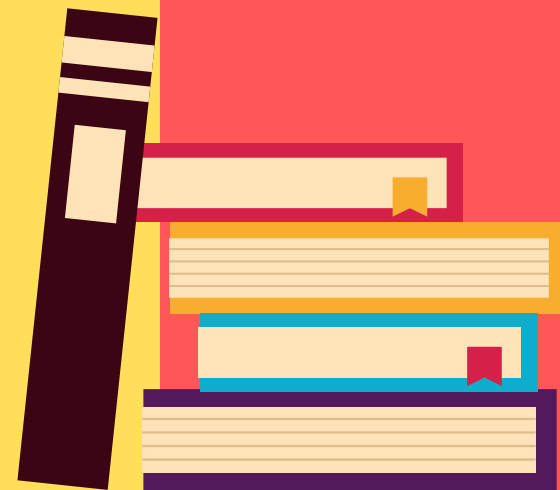
GATHER

Names, descriptions, project titles, citations. There are a lot of details to include in a concise manner.



FORMAT

Reverse chronological order. Consider sections' relevance. Organize information so it's easy to follow. Format consistently and conservatively.



THE RESUME LIST YOUR ACCOMPLISHMENTS

- Name & Contact Information
- Education
- Research Experience
- Teaching Experience
- Fellowships/Grants
- Honors/Awards
- Academic Service
- Professional Societies
- Publications & Presentations
- References



ORDER OF COMPONENTS

THINGS TO CONSIDER

- Relevance to posted position
- Most impressive information early
- Easy to read and follow (i.e., legible font, logical format, adequate spacing)
- Create categories for conferences, publications, or courses

OPTIONAL SECTIONS

WHAT TO INCLUDE

- Current Position
- Research & Teaching Interests
- Dissertation Title and Committee
- Book Project Title
- Languages and/or Skills
- Student Advising or Mentoring
- Podcasts, Digital Humanities Projects, etc.
- Relevant Professional Experience
- Editorial or Peer Review Experience
- Community Engagement

ADDITIONAL TIPS

- Name in header/footer, add page numbers
- Keep in mind that readers may not all be in your field (spell out acronyms, etc.)
- No photo or personal information
- Make it easy to read
- Be strategic
- Keep multiple versions, including a "Kitchen Sink Resume"
- Have someone review your document

