

STETSON UNIVERSITY

Writing Center Handouts

Resume/CV Tips

Resume as an Argument:

- Think of a resume/CV as an argument, with rhetorical elements aimed at a particular audience. This means that you should probably NOT be sending out the exact same document to every job/university you're applying to.
 - TIP: Keep each resume separately labeled and saved as its own document for each application!

Developing your Categories:

- Develop categories based on matching your experiences/abilities with what your reader is looking for. For example, instead of a category called "work experience," try something like "customer service experience," or "teaching experience," depending on what it makes sense to highlight.
- "Experience" doesn't necessarily mean "paid experience," especially on a CV. Something like a semester as a teaching apprentice is certainly something to highlight, especially if you're looking for a position that involves teaching or leadership. Same thing for a leadership role in a campus organization, for example.
- Don't be afraid to talk about your courses/course work! If you did group projects, research, a specific essay, etc. that can pertain to your position, include that experience in your resume/cv.
- Use "orientation blurbs/bullets" to orient readers to the place you worked/position & make an argument about your abilities. Use strong, specific action verbs to highlight what you did (rather than describing what the job was). For example "tutor at university writing center" vs

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“tutored undergraduate students from across campus with writing assignments ranging from lab reports to business proposals to creative writing.”

Highlighting Experience:

- Don't only think of the academic aspects of your experience, think of the different types of skills you have gained from it.
- Think of your academic/work experience beyond “just” its title.
- Aspects of the work you may want to emphasize:
- Editing skills/precision/knowledge of the English language
- Flexibility/Ability to think on your feet
- Teaching experience—the variety of assignments individuals you've helped—undergraduates, graduates, ESL students, students with learning disabilities.
- Compassion/patience
- Public speaking/presentation skills
- Research skills
- Administrative/organizational skills
- Leadership
- Customer Service
- Teamwork skills/ ability to collaborate and communicate clearly