

The purpose of this assignment is to give students the opportunity to begin archiving their professional experience, in the form of a resume, and to give them a template with which to begin that archival work. Many students find themselves walking across the stage at graduation, never having been required to submit a resume, and not knowing the format appropriate to such a document. In the interest of closing that gap, students are asked in this assignment to follow the template, provided below, to compose a working resume, which they will edit as necessary in the future.

**Prompt:** This is the first and most important step in archiving your professional experience. You may not need to present a resume in application for a job in the immediate future, but when you are faced with this need, you will be able to put your most professionally polished foot forward, if you have prepared yourself in advance to do so.

Your experience, at this point in your career, will differ from that of your peers. The goal in this assignment is not to construct a complete resume (which many of you will not, at this stage, be able to do), but to begin a working document, which you will continuously update. At this stage, include all information that you have. Keeping a master resume will allow you to tailor each application resume to the specific job you're interested in.

### **Resumes and CVs**

The master document described above – one that includes information on all professionally relevant experience – will become more of a CV than a resume. The difference, generally, is this: resumes are brief, and include a bare-bones articulation of your most relevant professional experience. They are often limited to a single page. A CV, on the other hand, is a more complete documentary record of your professional development. CV stands for curriculum vitae, which is Latin for “a running of life.” Whether you will need a CV or a resume for a particular job will be determined by the job description, and what is requested in that description. In the academic world, you will generally be asked for a CV. Many non-academic professional paths, however, require resumes.

Because it is almost always easier to scale down than to scale up, keeping the most complete record possible – and updating this record regularly, at least once a year – will make your life easier in the future. Making this a habit in your life also has the benefit of keeping you aware of and regularly engaged with your own professional development.

### **In-Class Portion:**

A class discussion of what makes a strong resume and what makes a weak resume should take place prior to setting students loose on writing a resume. The ACAC resume guide is a good resource for this. After making a master resume, the students should design their own resume(s) and then paired or group reviews should take place in class, and a final edited document should be submitted.

## YOUR LETTERHEAD DESIGN HERE - NAME

Address / Phone / Email / Web Address

### **Branding Statement**

(Optional) – A sentence or two that states- “this is the value that I offer.” Not a job title, list of skills, or anything too personal, but a statement that provides a description of you, your attributes, what makes you better, different and valuable to an employer.

### **OR Objective**

(Optional) – One or two sentences about what you are hoping to achieve or experience. What are you looking for as employment and/or educational experience? Be specific about the position desired.

### **Education**

*Example...*

BA Humboldt State University - Arcata, CA, 2014 (or pending if still in school)

Major in Art History, Certificate, Museum & Gallery Studies

Honors or Overall GPA if relevant. Example- Dean's List: Fall 2015 (optional)

Others as appropriate... It is not uncommon to have studied at a number of institutions without a degree, or have taken workshops related to your field of study. You can list these periods of study after the degrees. Example- NAGPRA Training, May 2014

Consider a list of relevant classes, projects, etc...

### **Experience**

List Internships, Employment, Teaching Assistant Positions, etc. Example....

**Morris Graves Museum of Art, Eureka, CA**

**1/2014 – 5/2014**

Briefly describe your skills gained through the internship here or place the information under a related skill heading (see below).

Volunteer work, projects, positions with clubs and associations, etc...

### **Related Skills**

List other employment, experience & relevant skills here. Example- using specific computer software – Word, Excel, Photoshop and art skills you have gained here at HSU!

### **Activities & Achievement**

Clubs, Awards, Volunteering, etc.

(Optional) End with ...References furnished on request... Ask your references ahead of time if you may use their names and/or get letters as appropriate.