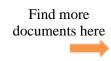
HISTORY RÉSUMÉ SAMPLE

Email careers@utep.edu to have your résumé reviewed





John W. De Silva

El Paso, TX | (915) 777-7777 | jwdesilva@miners.utep.edu | in/jwdesilva

EDUCATION

Bachelor of Arts in History with a minor in English

The University of Texas at El Paso (UTEP)

Anticipated: 00/202X

Overall GPA: 3.90/4.00

Relevant Coursework

Historical Research Methods • Research & Critical Writing

Awards & UTEP Student Organization

202X Frances G. Harper Student History Conference, 2nd Place Phi Alpha Theta, History Honor Society, 00/202X – 00/202X

STUDY ABROAD

International Scholar – Ecuador, Andean Journey, HIST 3390

00/202X-00/202X

UTEP Department of History

Guayaquil, Andean Highlands and Ecuadorian Amazon

Investigated the historical and cultural diversity of Latin America

EXPERIENCE

Work-study Tour Guide

00/202X - 00/202X

El Paso, TX

El Paso Museum of History Engage museum visitors in educational experiences by providing historical references

Led tours for groups of various sizes and diverse ages

Led tours for groups of various sizes and diverse ages

Museum volunteer El Paso Holocaust Museum

00/202X – 00/202X El Paso, TX

• Conducted research for The Liberator Project honoring WWII veterans who fought in Europe

• Arranged and classified a backlog of 500 objects in the collection

Museum volunteer 00/202X - 00/202X

El Paso Museum of Archaeology

El Paso, TX

- Aided the Development Director in researching and preparing a proposal that secured a \$25K grant to fund exhibits and programs
- Contributed to the maintenance of the 15-acre site including trails and the Indian Garden

Museum Docent 00/202X - 00/202X

San Elizario Genealogy & Historical Society

El Paso, TX

- Worked together in improving and delivering educational tours with local school districts
- Participated in extensive training to learn about the historical relevance of the San Elizario area

PROFESSIONAL ASSOCIATION

National Council for History Education (NCHE), Student Member

00/202X-Present

202X NCHE Conference, Conference attendee

Salt Lake City, UT

SKILLS

- Knowledgeable in using Zotero (researcher software) and Past Perfect (museum software)
- Experienced in using Chicago Manual style of writing and primary source materials
- Skilled in using Microsoft Word, PowerPoint, Excel, and Apple iMovie
- Intermediate in Spanish and French (reading and writing)



Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the "Experience Section" on page one.

Job Description

- 1. Read and analyze the job description
- 2. Identify the required skills listed for the job
- Match your experiences to the skills listed in the job description

Measurable Data

Quantify when possible using:

numbers, percentages, dollar amount(s), or time frames

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ **Problem Solving**

Increase Analyze Integrate Assess Measure Compare Organize Determine Research Devise Supervise Diagnose Synthesize Evaluate Verify Execute

Communication (Oral/Written)

Address **Express** Author Interpret Share Persuade Convey Present Network **Promote** Demonstrate Review Draft Speak Edit Write Negotiate Respond Connect

Teamwork/Collaboration

Organize Assist Orient Brainstorm Plan Calculate **Process** Collaborate Schedule Consolidate Supervise Construct Support Demonstrate Unite Envision

Technology

Access **Implement** Analyze Integrate Calculate Install Coordinate Launch Deliver Maintain Design Manage Troubleshoot Develop Organize Engineer

Program

Leadership

Administer Guide Assess Manage Clarify Mentor Create Motivate Delegate Oversee Encourage Recruit Establish Supervise Facilitate Train Direct

Professionalism/ **Work Ethic**

Achieve Exceed Act Handle **Improve** Adapt Evaluate **Implement** Deliver Produce Demonstrate Reach Drive Simplify Establish Work

Career & Self-Development (Confidence/Advocacy)

Inform Facilitate Advise Defend Advocate Diagnose Master Supported Guide Coach Enhance Negotiate Pursue Communicate Expand Consult

Equity and Inclusion

Celebrate Engage **Empower** Communicate Identify Validate Discuss Interact Educate Understand

Updated: 06/15









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