

ENGLISH & AMERICA LITERATURE RÉSUMÉ SAMPLE

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Marquita M. Twain

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EDUCATION

Bachelor of Arts in English & American Literature with a minor in Rhetoric & Writing 00/202X
The University of Texas at El Paso (UTEP) Overall GPA: 4.00/4.00

Awards

Outstanding Senior in English and American Literature, 00/202x – UTEP Department of English

STUDENT ORGANIZATIONS

UTEP Student Chapter Vice-President 00/202X – 00/202X

Sigma Tau Delta International English Honor Society, Alpha Iota Beta Chapter El Paso, TX

- Coordinated events both on and off campus to encourage engagement with literature and the English language
- Developed and implemented a comprehensive social media strategy, resulting in 30% increase in online engagement within six months

STUDY ABROAD

International Scholar 00/202X – 00/202X

Poets Across the Waters: A Bilingual International Literary Experience London, England and Madrid, Spain

- Cultivated proficiency in poetry, fiction, and personal journal writing in both English and Spanish

RELEVANT EXPERIENCE

The Prospector, UTEP Student Media & Publications El Paso, TX

Editor-in-chief 00/202X – 00/202X

- Led and managed The Prospector's media operations and collaborated with other section editors to plan and execute news coverage and content

Copy Editor 00/202X – 00/202X

- Assisted the editor in reviewing and correcting stories to ensure compliance with both editorial and AP styles in both English and Spanish.

Staff Reporter 00/202X – 00/202X

- Regularly reported on specific assigned beats and provided story suggestions
- Collaborated with multimedia team to create engaging videos and podcast content

THEATRICAL EXPERIENCE

Theater Performances

- Head Over Heels, *Musidorus*, UTEP Dinner Theater XX/202x, El Paso, TX
- Hamlet, *Horatio*, El Paso Playhouse XX/202x, El Paso, TX
- The Christmas Carol en la Frontera, *Tomasito*, The Wise Family Theater (UTEP) XX/202x, El Paso, TX

PROFESSIONAL ASSOCIATION, UTEP CHAPTER

Conference Attendee 00/202X

Sigma Tau Delta 2-2x International Convention Atlanta, GA

SKILLS

- Skilled in utilizing MS Word, PowerPoint, and Excel
- Experienced in managing social media platforms such as Facebook, Twitter, and Instagram
- Fluent in Spanish, including speaking, 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
3. 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

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

Communication (Oral/Written)

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

Teamwork/Collaboration

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

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
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
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

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

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

updated: 8/23