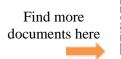
ENGLISH & AMERICA LITERATURE RÉSUMÉ SAMPLE





Email <u>careers@utep.edu</u> to have your résumé reviewed

Marquita M. Twain

El Paso, TX | (609) 777-7774 | mmtwain@miners.utep.edu | in/mmtwain

EDUCATION

Bachelor of Arts in English & American Literature with a minor in Rhetoric & Writing

00/202X

Overall GPA: 4.00/4.00

The University of Texas at El Paso (UTEP)

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 lota 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
- Identify the required skills listed for the job
- Match vour 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

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 Develop Troubleshoot Organize Engineer **Program**

Leadership

Connect

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

Equity and Inclusion

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

updated: 8/23











