

HISTORY RÉSUMÉ SAMPLE

Email careers@utep.edu to have your résumé reviewed

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John W. De Silva

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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 Museum of History El Paso, TX

- Engage museum visitors in educational experiences by providing historical references
- Led tours for groups of various sizes and diverse ages

Museum volunteer 00/202X – 00/202X

El Paso Holocaust Museum 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
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: 06/15