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OBJECTIVE OR SUMMARY OF QUALIFICATIONS

A Staff Writer position in a national magazine requiring research and writing skills.

EDUCATION

3

California State University San Marcos

Bachelor of Arts in Literature and Writing
Overall GPA 3.97

May 2020

MiraCosta Community College

Associate in Liberal Arts and Humanities
Overall GPA 4.0

May 2018

4

RELATED EXPERIENCE

Staff Writer

CSUSM Cougar Chronicle

June 2018 - Present

- Managed the Arts and Entertainment section: research, interviewing, writing
- Collaborated with the staff, helped organize staff meetings and agenda

Blog Writer

Bennet'sLiteraryReview.com

September 2016 - Present

- Created a blog featuring literature reviews covering a wide range of poets and writers with an average of 3,600 visits a month
- Researched and penned literary articles and essays
- Designed and built a full-functioning website with graphics, affiliate links, and online store that generates traffic and has 4 thousand subscriptions
- Worked with the WordPress themes, plugins, forms and WordPress stats

5

SKILLS

- Critical thinking
- Research, literary analysis, academic writing
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Bilingual: English and Spanish
- WordPress theme and plugin installation
- SEO knowledge
- Mac OS and PC
- Published in *Tidepools*, a MiraCosta journal

1



Header: keep uniform formatting throughout both your cover letter and resume. Your header should look the same in both. Use Times New Roman or Arial size 11-12. Your name should be in a larger font to be prominent. Here it is in size 20.

2



In this section, choose between the objective and the summary of qualifications. Objective is a better option when you have just graduated from college and don't have much work experience, or your experience doesn't match the job you are applying for. Summary of qualifications is better suited for the applicants who have a job-specific experience and achievements. Objective is usually one sentence that shows what your desired position is while the summary of qualifications is really a list of the key accomplishments in your career (this can be as long as 3-4 lines).

3



In the education section showcase your education starting with the most recent degree/achievement. List the institution, year of graduation/diploma/certificate and any relevant information such as your GPA (if it is low do not include it), courses pertinent to your desired position and any achievements such as a dean's list. For graduate students, include the thesis title as well.

4



In the experience/related experience section showcase any experience related to your desired position. When applying for a job you have no direct experience with list any auxiliary experience that might be helpful. Remember to use dynamic, action-oriented statements that illustrate your accomplishments. An example: "Created a blog featuring literature reviews covering a wide range of poets and writers with an average of 3,600 visits a month" uses a dynamic very "created" and conveys a measurable accomplishment of 3,600 visits per month. Compared to "Started a blog featuring literature reviews covering a wide range of poets and writers" the first sentence highlights your results! Be sure to include your employment details such as the company name and dates you worked for.

5



List any skills that are relevant to the position you are applying for. Think of the classroom skills such as critical thinking, research, and the software you use with proficiency.

Last but not least, if you have any awards, or additional accomplishments – you can create a new section to showcase them.

Remember, this is your chance to shine.

Avoid: photos, unusual colors and fonts, non-uniform formatting, profanities, personal information, references, salary expectations.

Do: spellcheck, use uniform formatting featuring conservative font choices (Times New Roman, Arial size 11-12). To format your resume use: styles (found in Format Tab in Word), bold/italics, bullet, indent.

1 page-long resume for students and grads

