**Resume Work: Technical Writing I**

Penelope was an interdisciplinary arts major and clearly never took my technical writing class.

Thus, this student’s resume follows pretty much none of the advice in Markel’s chapter. However, this is a REAL resume that she sent to me for help and advice. So let's see what advice you would offer to help her get a job!

To protect her anonymity, I removed all dates that might give you a sense of when she graduated. When you are revamping her resume, you can invent a year of graduation and years of employment.

Here is your assignment for today:

* reorder the material as our textbook suggests
* decide whether she should have a skills or chronological resume and be prepared to discuss why
* examine the writing itself and look for ways to sharpen the language
* offer some advice on document design—how would you restructure a section so that it LOOKS better?

Pay special attention to the “Elaborating on Your Education” guidelines box, since most of you will be in a similar situation (recent college grads who should make the Education section strong). Let’s spend about ½ hour on this revision—you can make changes on the resume itself or using the electronic version—and then about 15 minutes talking about it.

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Objective:

To work in an environment that challenges me so that I may gain a sufficient amount of experience so that I will have the ability to compete in the working world. I am a driven and goal oriented worker. I work diligently and am easy to get along with. I find joy in hard work and success. My objective is to continue to gain experience in writing and editing so that I may eventually work at a publishing company.

WORK:

-Floor Director for Central Pa Live (CPAL) show on WTAJ TV for the summer of 2009. Responsibilities included: greeting, escorting and preparing guests for live interviews, mic’d guests and anchors for the show, responsible for researching guests and creating content for show segments and for the online articles, wrote articles for online portion of CPAL and social media, and edited video for website.

-Waitress/Grill Room and Catering at Chambersburg Country Club 2011-present. This is a fast paced work with prospective customers on planning events and decorating along with providing information to contact the manager of the country club for scheduling and payment. Communication is crucial as bar tending and occasionally consulting with costumers is a daily expectation. This job entails managing the grill room as a waitress, bartender, cook, and cashier simultaneously. Cleaning the banquet rooms: vacuuming, ironing table cloths, folding napkins, cleaning and placing silverware.

EDUCATION:

Bachelor of Arts in Interdisciplinary Arts from Shippensburg University Minors in Communication Journalism and English

Honors and Awards: Presenter at EAPSU Spring Undergraduate Conference , Voice of Democracy writing contest winner up to the regional level, Creative Writing and Poetry contest winner at Shippensburg University.

EXPERIENCE:

Broadcasting: Worked with both campus radio and campus television stations (WSYC 88.7 and SUTV)

Film: Created a commercial for WSYC’s Spotify Channel. I headed the concept, helped find talent, filmed, acted in, and edited this project with the help of a colleague.

Podcasting: Co-hosted in an original podcast on iTunes entitled *Get Me of Here!* *Get Me of Here!* is a podcast a colleague and I started for fun that became an ongoing free broadcast. It is improvisational and whilst not high brow, is mainly a platform in which we could work on our skills in editing, broadcasting, conceptualizing, and managing social media and public relations.

Theatrical Costume Coordinator: Responsible with planning, budgeting, and purchasing cast outfits along with repairing and altering pieces to fit image planned and to fit actors correctly. Consisted of collaborating with cast and directors along with organizing props and outfits to fit characters that would be possible during short scene changes. Worked under a small budget and did ticket sales as an extra help. Required carefully reviewing and analyzing the script to create outfits that fulfilled both my own idea of the character's images as suggested by the director.

**Additional Experience**

**Theater**: Was a member of Act V at Shippensburg University where I played one of the lead roles in Godspell and a role in Walt Whitman’s Dead, a play written by Thomas Pinter.

**Music**: Multiple vocal and acoustic guitar covers of various indie and pop artists at local coffeehouses and festivals.

**Poetry**: I maintain a poetry.com profile that has had a fantastic amount of attention. Since its development I have received fantastic feedback to help my skills improve. It has been a very useful tool and has boosted my creativity. I also had a poem that was featured in *Secrets of A Poet Daily.*