



# Resume Guide

## Charlie Flyer

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Additional Contact Info

### Experience [This is the place for your job experience]

Job Title

Dates (August 2016 to May 2016)

Name of Organization

City, State

- Start with an **action word** when describing your job to highlight key skills and experience
- Example: **Organized** the annual bake sale and oversaw the bake sale team
- Example: **Facilitated** communication between marketing team and production team

Writing Tutor

Start with the most recent date

Lewis University

August 2017 — June 2017

Romeoville, IL

- **Collaborated** with writers to provide specific writing support
- **Conducted** synchronous and asynchronous tutoring sessions
- **Created** and **designed** online writing resources

### Education [This is where you highlight your degree(s)]

Master of Arts in Education

Graduation Year/Expected Date (May 2017)

Lewis University, Romeoville, IL

Bachelor of Arts in English

May 2015

Lewis University, Romeoville, IL

- Minor: **Psychology**
- GPA: 3.89 (optional)

### Relevant Coursework [You can choose to highlight any course you think is important here]

- Add your course names
- Example: Writing Digital Media
- Example: Advanced Writing
- Example: Writing Center Practicum

### Extra Section [You can highlight anything you think is important in this section]

- You may highlight **technology** or **language skills**, **volunteer experience**, or **honors**
- Make sure you make organization and language choices to market yourself in the strongest ways and to highlight the qualities and/or experiences your employer is seeking



## Resume Tips

- Your resume design is completely up to you, but **keep in mind the [Design Tips](#)** discussed in our resume design resource, such as using emphasis and contrast.
- **Highlight the most important information** in the first **quadrant** of your resume.
- **Organize your resume** in a way that is easy for your potential employer to read. Using bulleted lists, columns, and emphasis can help to create a logical order of ideas and keep your resume from looking too text-heavy.
- **Be consistent** when using fonts, emphasis, bullets, and other design elements. By keeping design elements consistent, you ensure that your resume appears polished and professional.
- **Tailor your resume to the specific job** and intended audience by focusing on relevant experience and skills. Mirror some of the same language used in the job ad or organization website.
- **Keep in mind typography.** Ideally, you will want to use two fonts: one for headings and one for the content of your resume. These two fonts should be visibly different to create contrast. In most cases, you will want to use one serif and one sans serif.
- **Proofread your resume** to double-check for any errors, which might compromise your credibility.

**Applicant Name**  
One University Parkway • Romeoville, IL 60446 • (815) 836-5427 • writingcenter@lewisu.edu

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**EDUCATION**

<p><b>Lewis University, Romeoville, IL</b> Bachelor of Arts in English, Major in Professional Writing, Minor in Social Media</p> <ul style="list-style-type: none"> <li>• Sigma Tau Delta English Honor Society</li> <li>• Phi Theta Kappa Honor Society</li> </ul> <p><b>Joliet Junior College, IL</b> Associate of Arts, Major in Writing</p> <ul style="list-style-type: none"> <li>• Published writer, Worddeater, 2013, 2014</li> </ul>	<p>December 2017 GPA: 3.5/4.0</p> <p>May 2014 GPA: 3.7/4.0</p>
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**RELATED COURSEWORK**

<ul style="list-style-type: none"> <li>• Writing Digital Media</li> <li>• Principles of Marketing</li> <li>• Writing Center Practicum</li> </ul>	<ul style="list-style-type: none"> <li>• Publishing Practicum: Jet Fuel Review</li> <li>• Introduction to Professional Writing</li> <li>• 20 Service Learning Hours</li> </ul>
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**RELATED EXPERIENCE**

<p><b>The Flyer</b> Reporter</p> <ul style="list-style-type: none"> <li>• Write various articles for Lewis University's newspaper</li> <li>• Collaborate with section editors on topics either in the media or events on campus</li> </ul> <p><b>Jet Fuel Review</b> [www.jetfuelreview.com] Assistant Blog Editor and Assistant Poetry Editor</p> <ul style="list-style-type: none"> <li>• Write literary blog posts for Lewis University's JFR blog</li> <li>• Read and evaluate poetry submissions</li> <li>• Send solicitations, rejection letters, and acceptance letters to writers</li> <li>• Determine with the JFR team which works to be published in the magazine</li> </ul> <p><b>Writing Center</b> Tutor</p> <ul style="list-style-type: none"> <li>• Assist Lewis University students with any stage of the writing process</li> <li>• Give presentations to classes about the WC's services</li> <li>• Post on the WC's Facebook page, in charge of "Freewrite Friday"</li> <li>• Update the Lewis Online Writing Lab (OWL)</li> </ul> <p><b>Allure Skin Studio</b> Freelance Social Media Specialist</p> <ul style="list-style-type: none"> <li>• Design a website using Squarespace and update content as needed</li> <li>• Utilize Facebook, Instagram, Twitter, Yelp, and Pinterest to promote on a regular basis</li> </ul> <p><b>Worddeater</b> Assistant Editor</p> <ul style="list-style-type: none"> <li>• Collaborated with a team of editors to evaluate and determine works to be published</li> </ul>	<p>Romeoville, IL Aug 2015-Present</p> <p>Romeoville, IL Aug 2015-Present</p> <p>Romeoville, IL Aug 2015-Present</p> <p>Lemont, IL Sept 2014-Present</p> <p>Joliet, IL Aug 2014-Dec 2013</p>
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**For another example resume, please see [this resource](#).**

**Further Assistance:** For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library, or call 815-836-5427.