

Franz Kafka Jr.

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OBJECTIVE [add specific job or department within a company or institution, this especially helpful when inquiring about a non-advertised position]

SUMMARY OF QUALIFICATIONS

- Authored 250-page thesis, funded grant proposals, multiple newspaper and newsletter articles, and several book reviews
- Experience editor of newspaper articles, journal articles, and student papers
- Attuned to details, excellent at meeting deadlines, skilled in multitasking environments
- Fluent in English, Spanish & Italian
- Proficient in Microsoft Office Suite, Dreamweaver, C++

WRITING EXPERIENCE

UCSD, English Department, contributor, La Jolla, CA **Sept 20xx – present**

- Write 5 articles per quarter on topics related to English literature for the quarterly graduate program newsletter in print and online form
- Elicit articles from departmental alumni through social media awareness and correspondence marketing campaign

SD Coaster Rail Commission, writer, San Diego, CA **Jan 20xx – Aug 20xx**

- Composed commission reports on citizen reactions to the light-rail project
- Crafted first draft of California State Transportation Improvement Board grant proposal requesting resources to conduct focus groups statewide.
- Awarded funding of \$500,000 for fiscal years 20xx-20xxx

Yahoo.com, Freelance writer, Redwood City, CA **June 20xx – Mar 20xx**

- Wrote book reviews for biographies and autobiographies
- Researched and wrote stories on collegian campus events
- Named “Best Staff Writer” for the ‘xx-xx academic year

EDITING EXPERIENCE

Journal of American Literature, Asst. Editor, San Diego, CA **Aug 20xx – present**

- Coordinate communication between editorial board and authors
- Organize and track submitted manuscripts using Access database

UCSD, English Department, Teaching assistant, La Jolla, CA **fall 20xx – present**

- Read and critique over 150 undergraduate students’ 5-page papers on modern American literature per quarter
- Initiated and facilitated a 4 part writing enhancement sessions with students needing remedial help, personally funded for 2 years through grant from the Modern Language Association

Encinitas Daily Surf, Student Editor-in-Chief, Encinitas, CA **June 20xx – June 20xx**

- Developed story ideas, delegated assignments, and supervised staff writers
- Edited stories for all eight sections of the paper
- Paper during tenure received honorable mention at the Pacific Coast University Newspaper Competition, Los Angeles, CA, Sept 20xx

OTHER EXPERIENCE

UCSD Study Skills Bridge Program, Instructor, **June 20xx – Aug 20xx**

- Taught 20 first-generation college students per quarter strategies for note-taking, time management, and effective study habits in groups and 1-on-1 sessions
- Received “outstanding” personal teaching evaluation averaging 4.85/5.0, each quarter

Brown University, Freshman Interest Group, Team Leader **Sept 20xx – June 20xx**

- Mentored first-year students, recruited guest speakers, organized field excursions
- Read textbooks onto tape for vision-impaired students

ACTIVITIES

Band Member, Triton’s Jazz Band, UCSD **Mar 20xx – present**
Team Captain, field hockey team, Brown University **Sept 20xx – June 20xx**

EDUCATION

University of California, San Diego, La Jolla, CA
PhD, English, GPA 4.0 **expected June 20xx**

❖ **National Endowment for the Humanities**, Scholarship recipient, 20xx

Brown University, Providence, Rhode Island
BA, English, **GPA 3.95, Magnum Cum Laude** **20xx**
Provost honors: Sept 20xx-June 20xx

Study abroad: Barcelona, Spain

Tips:

- An effective resume showcases your *skills* and demonstrates a *fit* for the position
- Shows a *clear* match between you and a particular job's *requirements*
- Keep the process: What you did/were told to do explanations to a **minimum**
- Your experience information (bullet points) needs to include proof of your results/impact as well