



MERRIMACK COLLEGE

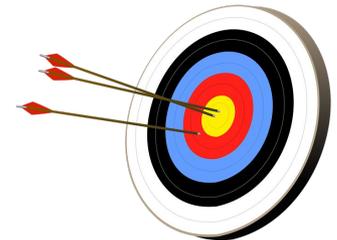
Creating a Standard Resume

Merrimack College Writing Center

Goals

1. Learn resume form considerations
2. Learn resume content considerations
3. Learn a little about References

GOAL SETTING



Form Considerations

- It's a Technical Document
- **EVERYTHING** has meaning or affects readability
 - Consistency of content
 - Consistency of spacing
 - Consistency of font size/type/appearance
 - Consistency of phrasing
 - Consistency of terminology
 - Consistency of content



Sample (Really Rough)

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OBJECTIVE

Seasoned academic seeks portfolio-building opportunities in technical, professional and grant writing.

PUBLISHING INDUSTRY EXPERIENCE

Addison Wesley Longman, Boston, MA 01867 Jan 1998 – Aug 2000

Sales Consultant

- Served West Virginia and surrounding states
- Presented for faculty and committee textbook adoptions
- Conducted follow-up and customer satisfaction calls
- Developed and completed sales documents as necessary
- Doubled sales base from \$500,000 to \$1.2 million in 2.5 years
- Received the 1999 \$200,000 Increase Club award

REVIEWER & EDITORIAL EXPERIENCE

Member, Ad Hoc English Textbook Committee, Gordon College 2004 – 2005
Reviewer, Aaron, Jane E. (2007). *The little, brown compact handbook*, 6e. New York: Pearson Longman.
Proposal Reviewer, Computers and Writing Online Conference 2005
Contributing Editor, *Research in the Teaching of English* 2002 – 2004
Contributing Editor & Associate Area Editor, *The Writing Instructor Online* (<http://www.writinginstructor.com>) 2001 – 2005
First Vice Chair, Lamar County Democratic Party 2005 – 2006



Content Considerations

- Focus on goals / Prioritize broad categories by need
- Newest at the top of each category
- Close historical gaps whenever possible, but it doesn't all have to be there
- Don't duplicate experiences / say something new about each place
- Objectives / Summary are optional
- Tangibles only



Sample (Really Rough)

www.writinginstructor.com)	2001 – 2005
First Vice Chair, Lamar County Democratic Party	2005 – 2006
<ul style="list-style-type: none">• Developed and distributed bi-monthly newsletter• Maintained organizational website	
Co-editor and Writer, <i>WestCentral Georgia Perspective</i>	2005
Copy Editor, <i>New Growth Arts Review</i> Literary Journal, IUP	1994 – 1996

EDUCATION

Ph.D. Indiana University of Pennsylvania English Composition	2004
M.A. West Virginia University English Literature	1998
B.S. Indiana University of Pennsylvania Human Resource Management, <i>Magna Cum Laude</i> English Minor	1996

OTHER CAREER HIGHLIGHTS

- Taught College Writing courses for nearly 22 years (tenured, asst. and assoc. prof., and adjunct levels)
- Directed programs at 3 organizations with budgets totaling ~\$1M
- Managed professional and student personnel (approximately 20/year for 14 years)
- Authored multiple proposals and reports for project development and management
- Assisted in federal grant writing projects totaling \$17.7M
- Published in *Academic Exchange Quarterly*, *TETYC*, and *Northwoods Journal*
- Delivered 11 national, 7 regional, and 8 local conference and community presentations
- Served as Chair, Member, Judge, and rater for numerous writing committees and assessment projects

REFERENCES

Available Upon Request



Reference Reminders

- 3-5 references: Network
- Keep them informed
- Share it all:
 - Name, Title, Organization, Address, Email, Phone
- Professional references are greater than character references (No Fr. Johns)
- Mom is not a good reference, even if employed you



Information for Documentation & Citation

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