

LUC WRITING CENTER – “RESUME EXAMPLES”

Three applicants, **Jenny Cho**, **Mark Lindel**, and **Sarah Jones** are applying for the **Antonio Gionasi Publicity Assistant Position**.¹ Each of them has composed a cover letter and now is writing a resume to send with it to Dr. Gregory Smith.

As she did with the cover letter, **Jenny Cho** provides her home address and contact details. She structures her resume carefully so that it will fit on one page and look original and distinct from any other applicants’ resumes. Using her design skills, she highlights her name within a simple but striking black square, and separates each section by a line. The font she uses is Helvetica, which provides a classic, but edgy look to the document. First she states her career objective, and then highlights her skills, experience, and education. For each position or degree she lists the important goals she accomplished or awards she received. Jenny is careful to include accurate dates for each position and uses proper spelling, punctuation, and grammar. [Page 2]

Mark Lindel also drafts a resume, but he provides too much personal contact information. Unless Dr. Smith specifically asks for all his social media links, Mark does not need to provide them. There are some distracting spelling errors and differences in font that Mark could have avoided if he proofread his resume more carefully. He centers his name in very large letters instead of using that space to provide more specifics about each job position and internship he has held. When he talks about his skills he uses a lot of clichés like “team player,” “detail-oriented,” and “people person” that make him seem insincere and stereotypical as an applicant. [Page 3]

Like Jenny and Mark, **Sarah Jones** composes a resume. Her writing is full of spelling errors and incomplete details. She centers her name using Word-Art, and makes the mistake of using garish colors like purple and pink to highlight her name. Now she stands out for the wrong reasons. She does not provide details about her educational degrees such as what she is majoring in, what her activities were, or how long she studied at the two schools. Her language is too simple and she makes a lot of spelling mistakes. The quote on her resume is distracting and says nothing about her actual experience or personality. Her resume is badly formatted and her font is inappropriate for a resume [Page 4]

Dr. Smith is impressed by **Jenny’s** carefully constructed resume, which displays the same kind of expertise and care that he saw in her cover letter. Her dedication and hard work indicate she will be a wonderful publicity assistant. He decides to email her and offer her the position.

Dr. Smith believes Mark is a talented person with an interest in media relations and social activities, but he notices how little effort Mark makes to improve or edit his writing. If Mark had structured his cover letter and resume better he might have had a chance at the publicity assistant position.

Dr. Smith can clearly see from her resume as well as from her cover letter that **Sarah** is unable to work well as a publicity assistant. She does not take the time to focus on or edit her writing, and does not use standard cover letter/resume format. Obviously Sarah has not done any research about how to apply successfully for a job position. Sarah needs to improve her writing, learn about the right way to apply, and make more of an effort in order to succeed as a job applicant.

¹ See “Examples of Cover Letters.”

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JENNIFER CHO

4125 Greenwich St.
Chicago, IL 60624
mjayl@luc.edu
(630) 465-7189

OBJECTIVE

To build on my 3+ years of digital media experience while developing software programs and multi-media business platforms for charities, non-profits, and other associations.

SKILLS

- Proficient with Photoshop and other photo editing software
- Proficient with all features of Microsoft Office
- Fluent in English, Chinese, and Spanish; Intermediate in French
- Type 90 wmp
- Excellent writing skills, interpersonal abilities, self-motivated

EXPERIENCE

Photography Internship 2016-2017

- “Dance 4 Chicago” in Chicago, IL
- Work featured in Out and About Magazine (2014 Fall)
- Tweet and manage company website
- Run publicity and do media interviews about upcoming projects

Programmer for LenzeFair

- Developed software programs for a startup digital photography company
- Program AutoXL resulted in 20% labor savings after implementation
- Maintained company website, Facebook page, and Twitter account

EDUCATION

Loyola University Chicago 2019

Bachelor’s Degree in Film and Digital Media Studies, Marketing (Expected)

- Minor in Studio Art, Minor in English
- Volunteer for SitStayRead with dog Marla
- Volunteer for Chicago Children’s Charities
- Awarded New Media Scholarship from Rickenbakker Foundation - 2012

Downers Grove North 2011-2015

- 2nd Prize in Regional History Fair for “Jane Addams and the Right to Speak” (2010)
- AP Scholar and Member of National Honor Society
- Math Club, Science Club, Art Club
- Member of Soccer and Cross-Country Teams

Mark Lindel

1223 Stillwell Lane
Chicago, IL 60617
(237) 314-2980, mlindel@luc.edu
[markymark@twitter.com](https://twitter.com/markymark)
[mark107@facebook.com](https://facebook.com/mark107)
Instagram: @mark01

Experience:

Fall 2017 – Media Internship – Chicago Bulls

- Take photographs of the team and go with them to events
- Work with others to make tweets and articles about the team for the website

Fall 2017 – Media Internship – 45.6 FM Radio

- Help DJs arrange the office schedule for interjs
- Alter and print photos for media releases and posters

Summer 2017 - Media Internship – Interned with Senator Spritzer

- Printed and photocopied for the office
- Spoke with constituents
- Sent mass letters and filed mail
- Updated media and twitter accounts

Spring 2017 – Chicago Runners Association

- Interviewed runners dailiy along Lake Shore Dr.
- Photographed runners
- Blogged about the experience

Winter 2016 – Intern at *Spokane Daily Herald*

- Updated website
- Made twitter account for newspaper

Skills:

- Team player, analytical thinker, detail-oriented, dedicated
- Good language skills, people person
- Good with all things technological such as media, Twitter, Facebook, Instagram, Microsoft Word, Powerpoint, Excel, Outlook, Adobe Photoshop

Education:

Bachelors in Film and Digital Media - Loyola University Chicago (Exp. 2020)

High School Degree - Spokane County High School (2012-2016)

SARAH JONES

(630) 465 -2213, sjones11@luc.edu

EDUCATION: Loyola University Chicago

HIGH SCHOOL EDUCATION: Southmont High School

WORK HISTORY:

June-August 2017 – Intern at Jones Real Estate

- I made tea for clients, helped them look at brochures and listings, and then went with them and the agents to the locations that were in the brochures

June-August 2017 – Intern at Jones Real Estate

- I made tea for clients, helped them look at brochures and listings, and then went with them and the agents to the locations that were in the brochures

July 2013-August 2016 – Hostess at Panorama Cafe

- I sat customers and wiped down menus, and wrote down what the food menu was every day

SKILLS: Microsoft Word and PowerPoint, photography, Art, Modeling, hashtags

HOBBIES: Photography, Running, Tennis, and Volleyball, Instagram, Facebook, Twitter, hanging out with my friends

Nothing is impossible, the word itself says 'I'm possible!' ~Audrey Hepburn

LUC Writing Center, Lydia Craig 2017 ©