

Ron Swanson

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Objective To write an objective statement that emphasizes what I as a prospective employee can do for the company or organization I am applying to work for and not what they can do for me.

Education Summer 2011, Pittsburg State University, Pittsburg, Kansas
Master of Arts in English, Technical & Professional Writing and Rhetoric Emphasis

- Coursework in rhetoric, composition, and pedagogy

Fall 2009, Pittsburg State University, Pittsburg, Kansas
Bachelor of Arts in English, Technical & Professional Writing Emphasis

- Minor in Graphic Design

Experience August 2011 to Present
Assistant Director of the Writing Center, Instructor of English, Pittsburg State University

- Teach composition, research techniques, and technical writing at the university level
- Research and create curricula based around existing teaching strategies
- Create and present lesson plans, assignments, and concepts to classes
- Consult with clients in the Writing Center in both online and face-to-face environments
- Perform and present research on writing center theory and practice
- Train consultants in our Writing Center through online and face-to-face development tasks
- Create and present workshops on various writing tasks for students and other clients in our Writing Center
- Design promotional and instructional materials for our Writing Center

August 2009 to May 2011
Graduate Teaching Assistant, Pittsburg State University

- Taught composition and research techniques at the university level
- Researched and created curricula based around existing teaching strategies
- Created and presented lesson plans, assignments, and concepts to classes

Commented [LC1]: For most recent college graduates and college students, education should come before work experience, since it's likely to be the more impressive of the two. If you have exciting work experience you'd like to highlight, for example if you returned to college after spending some time working in your field, you might reverse the order of these.

Commented [LC2]: Once you've listed the specifics of your work experience (when you worked there, what your title was, and where you worked), we recommend a bulleted list of verb phrases (phrases that start with verbs) to describe what you did/do at that position.

If you are currently at the position, use present tense. If you are no longer at the position, use past tense.

Awards & Honors

Academic & Teaching

- Robert J. Connors Memorial Scholarship for Research, Northeast Writing Centers Association, 2014
- PSU Department of English Excellence in Service Award, 2011
- PSU Department of English Excellence in Research Award, 2011
- PSU Department of English Excellence in Teaching Award, 2010
- Sigma Tau Delta President, Alpha Sigma Chapter, 2007-2008

Publications & Presentations

- "Using Evidence-Based Practice to Improve Tutor Training." National Conference on Peer Tutoring in Writing 2015 (upcoming). Salt Lake City, Utah. 7 November, 2015. Presentation.
- "Fostering a Critical Consciousness through Consultant Development: Planning Among the Contact Zones." Northeast Writing Centers Association Conference: "Difference and Inclusion." Bryant University, Smithfield, Rhode Island. 1 Mar. 2014. Presentation.
- "Invoking the Digital Realm to Support Print Literacy." The Future of Writing Centers Symposium. University of Texas at Austin, Austin, Texas. 23 Feb. 2013. Presentation. Beginning and end dates of conference
- "Reviewing the Peer Review: Student Writing Reviews in Theory and Practice." OSU Annual Humanities Graduate Conference: "Transforming Words." Oklahoma State University, Stillwater, Oklahoma. 5 Mar. 2011. Presentation.

Commented [LC3]: Not all resumes will contain all possible sections. If you're just starting out, you might not have a lot of awards or honors, but college is a great time to start acquiring them. List club leadership positions, academic competitions (like the Writing Center @ PSU's Writing Prize), or awards related to your current job.

Software and Other Skills

Publishing and Design Software

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel

Other Skills

- Writing in and converting documents to Global (Simplified) English.
- Internationalization and Localization of web and print design.
- Training in international business conduct and etiquette.

Commented [LC4]: Sometimes we have skills that transfer well into a variety of professions, but nowhere to brag about them. This section can be tailored to your own skillsets that fall into this category.

References

Leslie Knope
Deputy Director, Parks and Recreation Department
City of Pawnee, Indiana
1234 City Hall Street
Pawnee, Indiana 47998
317-555-1212

Chris Traeger
City Manager
City of Pawnee, Indiana
1234 City Hall Street
Pawnee, Indiana 47998
317-555-9485

Tom Haverford
Entrepreneur
Entertainment 720
1534 Jean-Ralphio Drive
Pawnee, Indiana 47998
317-555-7515

Commented [LCS]: Many resume samples leave off specific references and instead say something to the effect of "References available upon request." We don't recommend that.

List people who can speak to your abilities as a professional or a student: work contacts or professors. Be sure you ask your references for their permission to list them, and that you only list people who have good things to say about you!

If you don't have connections with those people, foster them!