

Sample Résumé

Wendy Warrior

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OBJECTIVE Seeking the Editing Intern position with Marvel Entertainment

EDUCATION B.A. English, May 2019
Minor: Ethnic Studies
California State University, Stanislaus, Turlock, CA

Relevant Coursework: Fiction Writing, Dramatic Literature, Creative Writing Workshop,

EXPERIENCE **Writer**, Feature Length Script, CSU Stanislaus, Fall 2017

- Wrote 50 pages of an original feature length script using Final Draft software
- Developed idea, characters, and scenes used for an outline for the script
- Received an A grade

Creative Writer, Creative Writing Workshop, CSU Stanislaus, Spring 2018

- Collaborated with team of 4 to research characters and plot lines
- Created various background storyboards for character assigned to me and discussed with groupmates
- Built a script for a 5-minute infomercial related to campus activities
- Researched ways to promote the ad on campus and executed a variety of methods including the campus newspaper, radio station, and social media
- Received an A grade

Vice-President, Stan State Warriors, Comic Book Club, Stanislaus State, May 2016 – Present

- Collaborate with three other students to establish the club in 2016
- Plan fundraisers and execute events during Warrior Wednesdays
- Meet with club members to plan adventures to conventions across California

Writing Tutor, CSU Stanislaus, May 2015-Present

- Assist middle school students with writing skills
- Identify areas for students to grow and assign relevant exercises
- Students consistently show improvement every session
- Discuss progress of students with parents
- Schedule appointments while balancing academic priorities

SKILLS Microsoft Suite, StoryTouch, DubScript, Plotbot, Final Draft, Illustrator

Résumé Outline

First and Last Name (size 14 or 16)

Phone Number (*set up your voicemail*)
Student@csustan.edu (*make sure it's professional*)
Portfolio or LinkedIn link

Use a Font size 10-11 in Arial
or 12 in Times New Roman
for all of resume

OBJECTIVE

Write an objective that is brief and to the point. (i.e. Seeking X position with Y company)

EDUCATION

California State University, Stanislaus, Turlock, CA (*bold your degree, not the campus*)

Bachelor of Arts or Science, Name of Major, Anticipated Graduation Month Year

Minor or Concentration

Overall GPA 4.0 and/or Major GPA 4.0 (*not required to list GPA, list only if 3.0 or above*)

Dean's List: Semester and Year

Related Coursework (*Mostly applicable when applying to internships or entry-level jobs*)

Course Title, Course Title, Course Title, Course Title

Use a .8 or 1" Margin all
around to create consistency

EXPERIENCE

Position Title, Month Year – Month Year

Company/Organization Name, City, State

- Use bullet points to describe your accomplishments (bullets will lead the reader's eyes more easily)
- Always start each bullet with "action verbs" – add adjectives to emphasize
- State an accomplishment that demonstrates your skills in this field/position
- Use present tense verbs for current positions and past tense for previous positions

Position Title, Month Year – Month Year

Company/Organization Name, City, State

- Use bullet points same as work experience above to describe accomplishments
- If using several bullets, list most relevant to the position first, in order of importance for the position

Position Title, Month Year – Month Year

Community Service Organization, City, State

- Write accomplishment statements and describe transferable skills the same as you would for paid work, if relevant
- Job Titles can be Volunteer, Internship, paid or unpaid experiences

SKILLS

List software and proficiency (advanced knowledge, familiar with, etc.)

List language(s) and proficiency (fluent, conversational or basic).

Reserve this area for Hard Skills, describing soft skills used through specific experiences