

# Example Backgrounds and Resume Structures

## Student A

### Background

- Significant non-writing professional experience from distant fields like accounting
- Significant professional writing coursework (at least 3 courses, if not more, already completed)
- Significant writing- or communication-related university activities

### Resume Structure (after "Education" section):

- **Writing Experience:** Highlighted the writing / comm.-related experience from univ. activities
- **Writing Coursework:** Highlighted 3 professional writing courses and the main projects the student produced during the semester
- **Other Experience:** The resume, overall, de-emphasized the non-writing-related professional experience from fields like accounting by putting it at the bottom of the page, but Student A did still include it because the experience showed professionalism, commitment and attention to detail. While this section still spoke to non-writing-related duties, Student A considered their audience and condensed bullet-points about accounting down to 2 lines, and they also included bullet-points about communication, research and detail-oriented accomplishments from non-writing jobs, since those skills transfer to writing positions.

## Student B.1 / B.2

### Background

- Some professional writing coursework (about 2 courses already completed)
- No professional internships
- A few long-term non-writing related jobs
- **Student B.2:** The above plus writing/communication experience through student organizations

### Resume Structure (after "Education" section):

- **Relevant Coursework: Both Students B.1 and B.2** included this section. It was essential for B.1, as it was the only way to highlight professional writing projects. For B.2, this section was important alongside the student organizational writing experience.
- **Student B.1**

- **Work Experience:** Student B.1 included this section next. Even though the jobs were not writing related, the student had them long-term and had good evidence of achievement in those positions. Including these highlighted Student B's reliability, work ethic and communication skills.
- **Student Organizations:** Student B.1 used space left over to add a section on non-writing student organizational involvement.
- **Student B.2**
  - **Student Organizations:** Student B.2 flipped the order of these sections, since the student organizations highlighted writing accomplishments.
  - **Work Experience:** Last, Student B.2 included the non-writing work experience, determining how much detail to include in bullet-points based on space left on the page.

## Student C

### Background

- Significant professional writing experience, writing/communication-related internships
- Significant student organizational work that is writing- or communication-related
- Significant professional writing coursework

### Resume Structure (after "Education" section):

- **Professional Writing Experience:** Student C is in an ideal position with their experience and internships. This section can include both jobs and internships/student org. work (paid or unpaid).
- **Other possible sections:** Student C might include just the professional writing experience. There's no need to include coursework, with so much from internships and jobs. If Student C wanted to divide the resume up, they have work experience vs. organizational/involvement experience. Or, they could collapse all experience (paid, internships, involvement) into one, and instead divide them by writing vs. marketing, publishing vs. communications, etc. These decisions depend on what experience Student C has and wants to highlight at the top of the page.