

Sample Resume

GRADUATE

APRIL SUMMER

2222-22 Rhode Island Avenue, NE
Washington, DC 20002
202.222.2222
asum2000@umd.edu

PROFESSIONAL SUMMARY

- Extensive experience writing within multiple genres, including literary criticism and creative fiction.
- Excellent research skills, including training in archival research methods.
- Strong background in African American history, culture, and literature including over 8 courses dedicated to African American and minority discourse.

EDUCATION

Master of Arts, English Language and Literature Expected May 20XX
University of Maryland, College Park, MD

Thesis

"Mapping the Modern in Pauline Hopkins' *Of One Blood* and *W.E.B. Du Bois's Dark Princess*"

Relevant Coursework

Transnational American Literature Caribbean Literature
African American Literature of the Nadir 19th Century American Literature

Areas of Interest and Research

- 19th and 20th Century African American Literature
- Relationship between racial and gender perceptions and popular culture
- Literatures of the African Diaspora
- Hemispheric and Transnational Literature
- Domesticity, empire, and nationalism, citizenship and gender in African American Literature
- The African American "romance" novel

Bachelor of Arts, American Studies May 20XX
The George Washington University, Washington, DC

Thesis:

"The New 'Mulatta': Representations of African American Womanhood in Popular Culture"

Relevant Coursework

Literary Theory African American Women's Fiction
US Cultural Criticism Ethnicity and Place in Literature

Academic Honors and Awards

Phi Beta Kappa
Honors for Excellence in Scholarship in American Studies, The George Washington University

Study Abroad September 20XX - December 20XX
Temple University Rome

SCHOLARLY PRESENTATIONS

"The House that Hopkins Built: Domesticity and Citizenship in Pauline Hopkins' *Contending Forces*." Graduate Conference, SUNY, NY, February 20XX; and Graduate Conference, George Washington University, Washington, DC, March 20XX

Invited respondent to Ivy Wilson's "Black Diaspora and Revolution in 19th Century African American Poetry." University of Maryland, College Park, MD, 20XX

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RELATED WORK EXPERIENCE

English Instructor September 20XX - May 20XX
Pre-College Programs, University of Maryland, College Park, MD

- Instructed and assessed entering freshman and rising high school seniors in contemporary American fiction, poetry, and non-fiction, rhetoric, writing, and literary analysis.
- Provided additional support in study skills and note taking in college-level classes.

Research Intern May 20XX - August 20XX
Anacostia Community Museum of African American History, Washington, DC

- Performed archival research on 19th Century Anacostia organizations and communities for the museums' forthcoming "Across the River" exhibit celebrating Anacostia's local and national achievements.

English Instructor May 20XX - August 20XX
Freedom School, Philadelphia, PA

- Created daily lesson plans for middle schools students focused on increasing literacy and improving critical thinking skills.
- Provided personalized interim and end of the summer assessments for students noting their academic progress, as well as areas of improvement.

Research Assistant February 20XX - May 20XX
American Federation of Teachers, Washington, DC

- Compiled research data for the annual AFT publication of Making Standards Matter.
- Designated person for information on teaching standards, classroom procedures, and educational materials.

MEMBERSHIP AND AFFILIATIONS

- University of Maryland African Diaspora Reading Group
- Modern Language Association

ADDITIONAL WORK EXPERIENCE

Marketing and Public Relations Coordinator August 20XX - Present
University Career Center (UCC), University of Maryland, College Park, MD

- Write and edit monthly press releases, emails and short marketing text for programs and events.
- Create and distribute monthly event calendars.
- Coordinate UCC Maryland Day involvement—plan activities, coordinate logistics, and supervise team of staff members and 10 student employees.

Marketing Analyst February 20XX - August 20XX
Condé Nast Publishing, New York, NY

- Created and distributed weekly sales reports to editors and marketing coordinators for over 20 magazine titles.
- Collaborated with editors on special marketing projects aimed at evaluating performance of cover designs.

Product Manager June 20XX - February 20XX
Source Interlink, New York, NY

- Worked as part of a team that coordinated the national launch of Marvel Comic Books in Barnes and Noble, included organizing, distributing, marketing, and displaying 18 individual titles.
- Maintained current publisher accounts including sales analysis, solicitations, new distribution, distribution changes, in store expansions, and receiving problems.
- Served as liaison between distribution centers, publishers and printers to ensure timely production of all weekly and monthly magazines.