

Building Success through Writing!



The Writing Center

Newsletter

Writing matters in résumés, too

By Ben Montgomery
Writing Center Staff

Résumés are one of the most important—and challenging—writing tasks anyone must undertake. There is no magic template for résumés, but here are three guidelines based on the most common mistakes seen at the Writing Center:

1. **Keep it short:** If you're graduating with a bachelor's degree, then your résumé shouldn't be much more than a page. Some employers throw away résumés that are too long without even glancing at them. Teachers, however, can have an extra page because they need to go into detail about their specific skills and qualifications. Make sure your résumé only has relevant information listed—don't write anything that isn't directly selling you as the right person for the job.
2. **Put your experience first:** It's easy for students to be tempted to put their upcoming degree at the top of their résumés because it's the biggest thing they've ever accomplished. But, employers are far more interested in your relevant experience than your education. Go into detail about each of your bullet points in your experience section, but only dedicate a couple of lines to list your degree, where it came from and any scholarships or awards you received. Teachers should go into a little more detail about their education, but still place it under their field experience.
3. **Don't make the employer work:** Anticipate what the employer wants to know and make sure they don't have to look beyond the résumé to find it. Even though it saves space, don't put "references available upon request" in the place of actual references. Put a phone number and a direct superior's name with each entry in your work experience so the employer doesn't have to hunt for it somewhere else. Make sure it's obvious who you are and what you are applying for.

The writing center is located in the ASU library next to the magazine racks. Check www.athens.edu/writing to make an appointment and to see what times tutors are available. The writing center is a free service to all ASU students, regardless of whether the writing help is related to a class or not.



"Substitute 'damn' every time you're inclined to write 'very.' Your editor will delete it and the writing will be just as it should be."

— Mark Twain

Student Spotlight: Nick Looney

Nick Looney is an English/Secondary Ed major. His goal is to move up into administration. He is interested in getting to know how things work at the administrative level and making some positive changes. He transferred from UAB last semester, came to ASU from UAB this fall. He was born and raised in Athens and graduated from Athens High School. When he's not in class, you can usually find him behind the cash register at Publix.



How is writing used in your academic life and your future career?

My future career as a teacher dictates that I write a *lot*. Especially as a student in the English subject area.

What have your experiences with the writing center been like?

My experiences with the writing center have been fantastic. I had a mini-paper assignment for one of my classes last semester. I selected an e-tutoring appointment, so there was no extra pressure on my packed schedule. I submitted my rough draft with a request to learn a little more about APA format and to have a grammar/cohesiveness check. Ben reviewed my paper and gave me a few helpful suggestions. After revising my paper, I submitted it and got an A.

How would you describe your writing?

My writing is best when I have the opportunity to elaborate on a broad prompt or question. I tend to write myself into better and better responses. I've learned many things as an English major, but none quite as important as writing with relevance and clarity. No one wants to read a paper about everything *but* the topic.

What type of appointments do you usually make with writing center tutors?

I typically schedule online appointments. I can't say whether I prefer those or not, because to this point I've only had the opportunity for online appointments. That being said, I have thoroughly enjoyed working with the writing center tutors through email. The synchronous chat appointment is beneficial for quick yes-or-no and reference questions. Internet-based appointments are great because there is no real adjustment to your regular schedule-- you can communicate (within reason) at your convenience. This is perfect for me because I almost always either have class or work--sometimes both. I have never really used anything like the writing center because, honestly, I didn't see a real reason that I would need to. However after meeting with you guys multiple times and making adjustments and better grades on my papers, I would recommend the writing center to anyone looking to improve their writing. That's not just limited to papers, either. I made my resume better as well, and that's an important part of any profession.

The Write Way

By Simeon Cullen
Writing Center Staff

Welcome to my inaugural entry of "The Write Way." My name is Simeon Cullen, but my friends don't hesitate to call me Simmy. I am here to explore the troubling writing issues that haunt college students. For whatever reason, writing tends to give college kids the most agony every semester. My job will be to clear up any confusion, thus making the writing process simple and straightforward.

The spring semester has begun. Soon, the weather will warm up and students will enjoy Spring Break. Before we put on our swimsuits, we must write papers. Whether it is business, technical, creative, or even a resume, the first rule in writing never changes: Consider your audience. Knowing your audience will narrow your focus. In that sense, you will be able to better appeal to your readers.

Let me start out with a business letter. This type of letter should be written in a professional and serious manner. Proper etiquette shows employers that you are willing to conform to their rules. A well-written business letter is the cornerstone to opening up the success in the job market.

On the other hand, a paper for creative writing class virtually has no limits. However, it is still important to consider your audience. Comedy may get laughs while a good murder mystery may have readers wanting more. In either case, knowing who to write for and writing about what you know will help you tremendously in your pursuits.

Writing is indeed a monumental task. It requires a solid foundation. Building this foundation starts with knowing who your writing for, who your readers will be. Additionally, sticking to what you know helps too. By implementing these rules, you will be on your path to better writing in no time.

So take it from me, Simeon Cullen, that writing is nothing to fear. It takes a step-by-step approach. Never procrastinate and take it a little bit at a time. Remember, haste makes waste. With the advent of short hand in text messaging, proper writing is becoming a lost art. Nevertheless, with Simmy here, u hv nthng 2 wry abt.