

Writing matters in résumés, too

By Ben Montgomery
Writing Center Staff

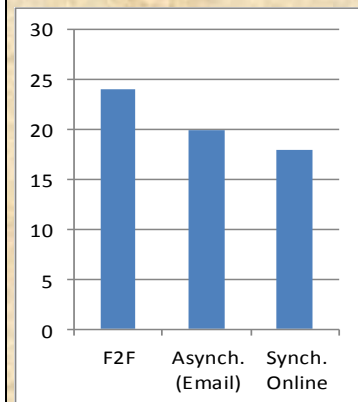
Résumés are one of the most important—and challenging—writing tasks anyone must undertake. There is no magic template for résumés, but here are three guidelines based on common mistakes seen at the Writing Center:

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 Athens State 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 Athens State students, regardless of whether the writing help is related to a course or not.

Visit us today!!!

Jan-Feb 2014
Writing Session Types



Of the 68 writing sessions in Jan/ Feb 2014, face-to-face (F2F) were the most popular, followed closely by email responses and synchronous online sessions.

“We take for granted that what we love in our reading is perception, wisdom, poetry, wit, irony. Yet it’s surprising how often what we love is really found in the material structure, the concrete details, the rhythm of the sentences.” -Verlyn Klinkenborg, Several Short Sentences about Writing, p. 62, Knopf 2012.

Student Spotlight: Derrick Ervin

Derrick Ervin graduated from Athens State last with a degree in English last semester. He also graduated from Southern Union State Community College before enrolling at ASU. He was inducted into Kappa Zeta chapter of Sigma Tau Delta.



What are your immediate plans now that you've graduated? Are you going to do any relaxing?

Since school is winding down, I plan to do some much needed traveling. My family tells me—on a consistent basis—that I always do for others but not myself; they are graciously sending me on a cruise this year. I am thankful to have such a wonderful family.

What are your career goals, and how does writing fit into them?

I have worked as a government contractor for the last 5 years. My goal now is to work as a Technical Writer. Writing is a part of me and the process of everyday life. No matter what we do via emails, notes from meetings, writing resumes, we need English to endure.

Describe your experiences with the writing center.

The Writing Center is one of the best programs implemented at ASU. I tend to make changes and updates to my research papers at the last minute, and the Writing Center is excellent when time is of the essence.

What was your favorite appointment type?

When I was working numerous hours on my job, the online appointments worked the best for me. However, if one has the time a genuine face-to-face appointment is the way to go!

[See the other side of this newsletter for resumé tips!]

The Write Way



By Jeremy Young
Athens State English Major

The Write Way is a new column. Young transferred to Athens State from Wallace State Community College in Hanceville. He lives in Cullman where he enjoys writing, jogging and playing drums.

Welcome to my inaugural entry of “The Write Way.” 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. Follow my advice, and you will be on your way to great writing.

Spring Break is fast approaching. Before we put on our swimsuits and head out to the lake, we must write papers. Whether it is business, technical, creative, or even a resumé, 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 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 will help you tremendously in your pursuits. Additionally, stick to what you know. Writing is indeed a monumental task. By implementing these rules, you will be on your path to better writing in no time.

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