

Résumé Writing for Humanities PhDs: Tips and Tricks

This is what is known as a **combination résumé**. It combines a chronological résumé with a skills-based résumé. It is often recommended for people who are transitioning career fields or are otherwise unconventional job applicants (as most PhD holders in the humanities are).

It may be painful, but **consider starting with experience and ending with education**. Don't hide your PhD, but recognize that other things may be more important to your potential employer.

Break down each job into skill sets.

More examples of skill sets: Curriculum Development, Financial Management, Grant Writing and Management, Quantitative or Qualitative Analysis, Research.

If you have other skill sets that don't fit you can create a **Core Skills** section at the top of the résumé and list them there. These skills might include **language skills** (e.g., Native Fluency in Spanish), **technical skills** (e.g., Microsoft Office), or **personal skills** (e.g., Reliable).

If your **dissertation** is related to the job you're applying for, put it under Education (title and 1-sentence summary). But if it's not related, you should leave it off.

NAME OF APPLICANT

123 456-7891 | 123 Random Rd, NY 10002 | professional@email.com
www.nameofapplicant.com | linkedin.com/in/nameofapplicant | @ProfessionalTwitter

Place any **digital content** you want employers to see prominently on the résumé, but only do so if it's **professional and up to date**.

SUMMARY OF QUALIFICATIONS

A brief (~100 words or 4-5 bullet points) explanation of the applicant's qualifications for the busy recruiter who has, on average, six seconds to spend on a résumé. This section is easily customizable for any given job and should speak to aggregate experience rather than experience specific to any one job. Incomplete, résumé-style sentences.

Summaries make a résumé easier to skim. Always have one at the top (this can also be called an Executive Summary), but a line or two under each subheading can also help.

PROFESSIONAL EXPERIENCE

STATE UNIVERSITY

GRADUATE DIVISION

August 2015–present

SPECIAL-PROJECTS COORDINATOR

Coordinated a series of special events to promote career diversity among PhD students.

Program Management and Administration

Provided organizational support to staff, students, and faculty for four events over a six-month period. Managed a budget of \$15,000.

Public Relations and Advertising

Designed and widely distributed publicity materials, resulting in a 50% increase in attendance over previous year.

Event Planning

Collaborated with a team of four to conceptualize, plan, and execute a two-day career services event for graduate students interested in nonacademic careers.

Keywords are very important in résumés, which are often read by a computer or HR staff member before they reach the person making the decisions. **Read job ads** to understand what keywords are important in a field and make sure you have them in your résumé (perhaps as a skill set).

STATE UNIVERSITY

DEPARTMENT OF COMPARATIVE LITERATURE

September 2012–June 2014

GRADUATE STUDENT INSTRUCTOR

Instructed roughly 150 undergraduates in six courses in Spanish language and literature over five semesters. Received an average rating of 4.7 out of possible 5.0 on teaching evaluations.

Teaching and Advising

Presented information through lectures, discussion, and active learning exercises. Adapted courses to fit student needs. Counseled students on academic choices regarding major/minor selection and study abroad.

Academic Support

Observed the classes of junior graduate student instructors and delivered substantive, targeted feedback to improve student learning.

Quantify your accomplishments. State how many students or courses you've taught. If you've managed budgets or received grant funding, give the dollar amount.

NONPROFIT ORGANIZATION

VOLUNTEER RELATIONS

September 2010–August 2011

VOLUNTEER COORDINATOR

Managed a team of 60 volunteers in a dispersed geographic area.

Recruitment

Increased the volunteer force by 35% through recruitment events and a redesigned Web site.

Program Administration and Management

Coordinated volunteer schedules and tracked volunteer activities to ensure proper staffing. Provided volunteers with feedback on their work. Managed a budget of \$9,000.

Event Planning

Planned and executed three volunteer appreciation events per year. Increased attendance from 40% to over 70% in a one-year period.

If you've only managed small grants or budgets, you can add them up and say how much you've managed "in total."

EDUCATION

STATE UNIVERSITY

PhD in Comparative Literature
(expected 2016)

OTHER UNIVERSITY

MA in Spanish and Portuguese, 2011

LIBERAL ARTS COLLEGE

BA with Honors, Spanish and Politics,
2007

This document was inspired by Jared Redick of The Résumé Studio, a brand of The Redick Group.