

Sample Resume – Humanities Major

Angela S. Markus

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SUMMARY OF QUALIFICATIONS

- Extensive research experience using primary and secondary sources
- Proficiency with and experienced using Ad-lib software in archive settings
- Leadership experience coaching diverse groups of peers to a common goal

EDUCATION

University of Maine at Farmington, Farmington, Maine
B.A., History
GPA: 3.37; Dean's List

expected May 20XX

RESEARCH AND ARCHIVE EXPERIENCE

Wilson Research Fellow

September 20XX – Present

University of Maine at Farmington, Farmington, Maine

- Research the effects of the American Indian Religious Freedom Act on public access to sacred religious sites around the United States using primary sources
- Identify potential research and interview sources and travel to libraries, archives, and homes of interviewees to access sources and conduct interviews
- Prepare and present research at public presentation on UMF's Symposium Day

Archival Intern

May – August 20XX

Maine State Archives, Augusta, Maine

- Scanned and catalogued Maine vital records (birth, death, marriage) into archive database using established procedures
- Completed training in archival and cataloguing procedures, preservation of historical documents, and use of scanning technology
- Reviewed and updated intern training orientation guide

ADDITIONAL EXPERIENCE

Dishwasher and Food Preparation

Summers 20XX – 20XX

Francisco's Italian Restaurant, Bar Harbor, Maine

- Prepared food for cooking and restaurant service in fast-paced kitchen
- Maintained clean dishes, cooking implements, and work environment at all times

LEADERSHIP AND ACTIVITIES

UMF Nightmare Club

September 20XX – Present

- Elected President in January 20XX

UMF Alpha Lambda Delta First-Year Honors Society

April 20XX– present

SOFTWARE SKILLS

AdLib Archival Software (intermediate proficiency)

LANGUAGE SKILLS

English (fluent), French (intermediate)

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REFERENCES

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