

# HOW TO INCLUDE RELEVANT COURSEWORK & ACTIVITIES

## 1. COURSE PROJECTS

- Belong in the “Experience” section
- Don’t list course titles (which tell the reader absolutely nothing about your abilities).
- List what you did, skills used, decision making, team/group work, etc.
- Format similarly to other entries in the Experience section.
- Give yourself a title that sums up what you did; the course title sits where you would usually list the company.

Example:

**Producer/Director**, Multimedia Production Course Fall 2020

- Worked with team of three to produce three-minute short film using Adobe Premiere
- Conceived and created treatment for short
- Coordinated shooting on location with local authorities
- Responsible for more than \$3000 worth of equipment and its protection
- Stayed under budget and within shoot deadline

## 2. ACTIVITIES

- Activities belong in the “Experience” section if you can show relevant skills sets being used or learned.
- This section is good for activities that are relevant in topic but in which your role is more passive or observational.

Example of activity in Experience section:

**Public Relations Director**, Society of Professional Journalists Spring 2020

- Responsible for marketing and publicizing two to three group events each semester
- Worked with other offices to create and conceive speaker and event topics
- Handle website updates and write content for various publications
- Designed posters using Adobe InDesign to post on campus
- Liaison with faculty and administration to encourage participation in events
- Responsible for \$1500 marketing budget and allocation of funding

**Example of activity in Activities section:**

- Public Relations Student Society of America, member

## BOTTOM LINE:

- Keep the résumé relevant and on one page.**
- Make the sections easy to find and read; graphics and color are fine so long as they are not distracting.**
- Use skill and action words.**
- Know your audience and what s/he is looking for!**

