

How to Showcase Your Humanities Experience

When finding and applying to new opportunities, it is important to know how to describe your professional experience on your résumé and LinkedIn.

1. Your Résumé

Your résumé is a concise 1-2 page summary of your education, skills, experiences, and projects. It should be tailored and efficient! Most employers do not spend more than 6 seconds looking at your résumé.

What does this mean?

Be specific and organized as possible - Use data, bold/italicize, and prioritize!

Reverse chronological order

Instructor and Academic Advisor 2014-present
New York University, College of Arts and Science, New York, NY

- Teach and advise a cumulative total of 171 students in Italian language courses and in culture and literature courses in the College Core Curriculum; focus on language acquisition, academic writing, and research skills.
- Design assignments and activities involving film, literature, visual arts, social media, museum visits.
- Co-founded and instituted program for students to meet and practice language skills 3 times per semester.
- Scripted, prepared, and recorded 6 grammar review videos for departmental language textbooks.
- Co-organized annual undergraduate research conference in Italian Studies; mentor participants.

Use bullet points and start with strong action verbs

Make use of your understanding of the job description and incorporate key words

2. Your LinkedIn

An effective profile should draw in your target audience and helps your current/future colleagues to learn about who you are and what you add to the field. There are multiple sections - make use of each one to strengthen your profile!

What does this mean?

- **Define your skillset and specialization by using action-oriented language in your headline.**
- **Tailor your profile to your audience- What language will they understand? What are they looking for?**
- **Highlight your story (this is not the same as self-promotion!)**
- **Supplement text with multimedia resources from your portfolio.**
- **Refrain from excess detail!**

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Action verbs are especially important when translating your experiences into short bullet points and grabbing your reader's attention.

Action Verbs

Leadership	Technical	Teaching	Organizing	Communication	Financial
administered chaired convinced directed examined executed expanded	assembled calculated designed engineered fabricated maintained tested	adapted advised clarified developed encouraged evaluated informed trained	achieved assigned consulted contracted coordinated decided delegated planned	aided co-authored collaborated defined enlisted formulated influenced negotiated	budgeted evaluated figured maintained managed performed planned projected
Research Investigation	Creative	Financial	Service	Manual	Detail Oriented
computed conducted correlated discovered identified investigated monitored proved	created designed developed directed illustrated synthesized visualized wrote	allocated analyzed appraised audited budgeted calculated maintained projected	coached coordinated counseled issued mentored provided purchased referred	coached coordinated counseled issued mentored provided purchased referred	analyzed approved arranged classified collated compared prioritized systemized

Boost your experiences and skills!

- Research skills
Problem solving, critical thinking, analytical, qualitative skills, collaboration, independent thinking, teamwork
- Taught students / Lead a class
Communication, leadership ability, provided service and mentorship
- Write monographs, papers, blogs
Communication, thought leadership, persuasion/influence
- Student organizations, organized talks, seminars
Leadership, time management, community building, communication, collaboration, teamwork