

*Study the commentary below and the details of headers, fonts, format, and content.*

## **YOUR NAME HERE**

Postal Address

Phone Number | E-mail Address

*Make sure your phone greeting and e-mail name are professionally appropriate*

### **EDUCATION**

Master of Arts in Public History, University of South Carolina, expected May 2019.  
Concentration: Museums and Material Culture.

Certificate in Museum Management, University of South Carolina, expected December 2019.

Bachelor of Arts, University of Virginia, May 2011. Major: History and Women's Studies.

**PROFESSIONAL EXPERIENCE** *Include your assistantship, internship, any work experience connected to your professional goals. Note that this category is "professional experience"; do not include work unrelated to your professional goals just to demonstrate that you worked hard to put yourself through college. Do not list an "objective" on a professional resume. Note listings are in reverse chronological order.*

Historic Columbia. Graduate Assistant. August 2014 - May 2015.

- Listing duties can be effective.
- Or, use the cover letter to explain what you did in the position.

South Carolina State Historic Preservation Office. Intern. Summer 2014.

McKissick Museum, University of South Carolina. Graduate Assistant. August 2013 - May 2014.

Department of History, University of South Carolina. Teaching Assistant for U.S. History since 1865; Introduction to African History. August 2012 - May 2013.

**PUBLICATIONS, PUBLIC HISTORY REPORTS, AND EXHIBITS** *Include articles under submission, National Register nominations, co-authored group projects, products of your assistantship and internship, as appropriate. Note citational form for a co-author, italicized titles of public history reports, reverse chronological order. As you advance professionally, you can break this category into separate categories.*

"The Risks of Professionalizing Local History: The Campaign to Suppress My Book." Article under submission at *The Public Historian*.

*Survey of Cast-Iron Storefronts in Charleston's Commercial District.* Report prepared for the Preservation Society of Charleston, April 2012. Co-author.

“A Woman’s Work is Never Done: Women in Government and Politics.” Exhibit curated at the Thomas Cooper Library, University of South Carolina, March 2012.

*Slavery at South Carolina College, 1801-1865: The Foundations of the University of South Carolina.* Co-author. Website researched and created in the Historic Site Interpretation course as a group project. Initial website migrated to official USC site, Summer 2011: <http://library.sc.edu/digital/slaveryscc/index.html>

*University Neighborhood Historic District, Columbia, Richland County, South Carolina.* Nomination to the National Register of Historic Places. 160 contributing properties. Prepared for the University Neighborhood Association, May 2004. Co-author.

**CONFERENCE PRESENTATIONS AND PUBLIC FORUMS** *Note reverse chronological order. In time, you can build separate categories: conference presentations, public presentations, workshops, etc.*

“Slavery and South Carolina College: Telling the History of Slavery at the University of South Carolina.” Poster presented at the Organization of American Historians / National Council on Public History conference, Milwaukee, Wisconsin, April 2012.

“Walking in the Past Lane: Slavery at South Carolina College, 1801-1865.” Public forum at Richland County Public Library Local History Room, Columbia, February 2012.

“‘Saved by Outsiders’: The Architectural Impact of the ‘Second Yankee Invasion’ in Georgetown County, South Carolina.” Paper delivered at the Southeast Society of Architectural Historians conference, Charleston, October 2011.

**MEMBERSHIP IN PROFESSIONAL SOCIETIES** *List in alphabetical order.*

National Council on Public History  
South Carolina Federation of Museums  
Vernacular Architecture Forum

**RELEVANT COURSEWORK** *List in order of relevance to the position you are seeking. Include only relevant courses. Do not include course numbers (HIST 789) as they are meaningless and distracting beyond USC.*

Geographic Information Systems  
Introduction to Material Culture  
Historic Site Interpretation  
Historic Preservation Practicum  
Charleston Preservation Field School

**AWARDS AND HONORS**

“Graduate Travel Award” from the National Council on Public History. Presented at the NCPH

annual meeting, Las Vegas, Nevada, April 2018.

Recipient of the “Darrick Hart Award for Excellence in Public History” for 2012, given by the Public History Program, University of South Carolina.

Co-recipient of the “Student Project Award” for 2000 given by the National Council on Public History to recognize *The Kiplin Hall Conservation Plan*, a management plan written for a 300-year-old English country estate, site of the University of South Carolina field school in the United Kingdom.

**REFERENCES** *This is an optional category, usually best omitted. Instead of using this category on a resume, you can say in your cover letter that references are available on request. This gives you the ability (a) to select references best suited to the position for which you are applying and (b) to ask the recommender to target her letter to the specific position.*

02/24/2018



*Insert the date of the resume unobtrusively here, to keep track of the versions.*