

How to Write a Historical Resume

World History II

A traditional resume provides information about a person seeking a job. It includes personal information about the person such as their address, phone number, and email. It also includes the person's education, job experience, and any awards or honors. For a historical resume, you create a resume about your historical figure which would provide as much of this information as possible.

Steps to writing an historical resume

1. Choose a historical figure, unless one has been assigned to you.
2. Research your historical figure. Be sure to find out their education, work experience, achievements, and any other relevant facts.
3. Organize your information into resume form. You may use the template below or use one from a word processing application. All information in each area (education, experience, and achievements) should be listed in reverse chronological order. In other words, begin with the most recent information and work backwards. For example, if you had a job from 2010-2011, that would be listed before your job that you had from 2006-2010.
4. At the top of the page, include your historical figure's name and personal information. You can be creative here, but make sure your address is accurate. For example, if you had Joseph Stalin from the Soviet Union, you would not give him an address in France.
5. Under Personal Profile, include any academic achievements, goals, or interesting facts.
6. Include their relevant education and any degrees obtained.
7. Include their professional experience. What kind of jobs did your figure have? Did he or she serve as an apprentice?
8. Finally, include any activities or interests that your historical figure had in the last section.

Name

Address — City, State, Zip Code — Phone Number — Email address

Personal Profile

- Enter academic achievements, career goals, interesting facts, etc., here
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Education

School Name – School City, State
Degree Expected, Degree Expected Date

School Name – School City, State
Degree Expected, Degree Expected Date

Experience/Achievements

Professional Experience

Company Name, Dates of Employment

- Job description, responsibilities and accomplishments
 - Job description, responsibilities and accomplishments
-

Professional Experience

Company Name, Dates of Employment

- Job description, responsibilities and accomplishments
 - Job description, responsibilities and accomplishments
-

Internship

Company Name, Dates of Employment

- Job description, responsibilities and accomplishments
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Activities/Interests

- List sports, clubs, etc as well as dates of involvement
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