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## ENGL 4182 MEMORANDUM

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**TO:** DR. WICKLIFF  
**FROM:** T J  
**SUBJECT:** ASSESSMENT OF ADVERTISEMENT PROJECT  
**DATE:** 10/07/25  
**CC:**

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### **Planning**

Making a resume was interesting because I do not intend to work for a company. Instead, I wanted to create a resume that would be useful for myself. I decided that the goal was to make a resume by which I could measure my progress, since I currently lack the necessary skills to compete in the field of linguistics.

### **Design**

Before starting the design, I conducted research on resumes. I liked the idea of having a summary at the top as a guide for the reader to quickly understand what I am striving for. Following the summary is the experience section, where the dates start in 2026 and project three years into the future. This experience section serves as a self-plan to measure my progress as I continue my studies post-graduation. Below the experience section is the skills section, which contains most of the linguistic skills. I placed education and additional information at the bottom because I feel they are the least important parts of the resume.

### **Feedback**

I received constructive feedback from my peers. Based on their suggestions, I updated my resume to balance the whitespace in the experience section. Additionally, I bolded the section headings to help the reader quickly identify each section.

### **Overall thoughts**

I am pleased with how the resume is currently designed. I look forward to making further updates as I continue to develop my skills and experience.