

James Morgan

1544 Center Street Cleveland, MS 38732 662-552-9984 jamesmorg@email.com

SUMMARY OF SKILLS:

Ability to multitask • Goal Oriented • Strong Computer Skills • Capable Leader
Team Player • Willing to Relocate • Enjoys New Challenges • Organized

EDUCATION:

| | | |
|------|--|--|
| 20xx | Delta State University Bachelor of Science Major: History | Cleveland, MS |
| | Relevant Coursework: History of Civilization United States History History of African Cultures | World Regions and Geography Anthropology Religion and Gender Studies |

EXPERIENCE:

| | | |
|----------------------|---|----------------|
| Spring 20xx | Nashville Museum of Natural History <i>Historical and Research Assistant Intern</i> <ul style="list-style-type: none">Served as Research Assistant for grant from Institute of Museum and ScienceDeveloped teaching suggestions and object information guide for public useProcessed and updated museum membership data using The Raiser's EdgeInstructed docents on new programs and exhibits | Nashville, TN |
| 20xx-20xx | Delta State University <i>Archives Assistant</i> <ul style="list-style-type: none">Identified and formulated research based on analysis of historical informationConducted research based on databases and library reference materialsPrepared findings for seminars and exhibitsCoded, filed and organized collectionsAssisted in marketing and advertising upcoming events and exhibits | Cleveland, MS |
| Summers 20xx-20xx | Tennessee Historical Society <i>Collections Intern</i> <ul style="list-style-type: none">Conducted collection research based on analysis of historical informationArchived materials for potential exhibitsConducted research based on library referencesCoded and filed collectionsAssisted in marketing and advertising upcoming events and exhibits | Springhill, TN |

HONORS AND ACTIVITIES:

- President's List
- Cleveland Historical Society Scholarship
- Omicron Delta Kappa, Treasurer
- Political Science Club, President
- Pi Kappa Alpha Fraternity, Member
- Resident Assistant, New Men's Dormitory
- Student Government Association, Housing Delegate

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REFERENCES:

Ms. Laura Staubb

Former Supervisor/Site Manager
Nashville Museum of Natural History
P.O. Box 4221
Nashville, MS 24432
544-741-2115
lstaubb@nmmnh.com

Mrs. Jane Smith

Former Supervisor
Tennessee Historical Society
P.O. Box 2332
Springhill, TN 24522
544-822-5666
janesmith@tnhistory.net

Mr. Charles M. Schwab

Academic Advisor
Delta State University
Cleveland, MS 38733
662-846-2222
cschwab@deltastate.edu

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September 15, 20xx

Mr. William Parker
Mississippi Cultural and Historical Society
P.O. Box 3221
Jackson, MS 39202

Dear Mr. Parker:

I am very interested in the archivist position with Mississippi Cultural and Historical Society. I believe that I possess the knowledge, experience, skills, and talent to make a significant contribution to the success of the organization's mission, "_____."

I received my Bachelor of Science degree in History from Delta State University in 20xx and plan to move to the Jackson area. In addition to studying such valuable courses as _____ and _____, I have learned a great deal regarding historical preservation through my experiences with the Nashville Museum of Natural History, Delta State University, and the Tennessee Historical Society. I also offer solid skills in research, collecting and archiving data.

I feel that the archivist position with the Mississippi Cultural and Historical Society mirrors my personal interests and abilities. I am excited about the possibility of joining your team and working closely with the organization. I am enclosing my resume for consideration. Thank you for your time.

Sincerely,

James Morgan

James Morgan

Enclosure

History Interview Questions

- At this time are you involved in any type of research?
- What is your basic teaching philosophy?
- How would you teach...?
- Which text would you use?
- Tell us how your research has influenced your teaching. In what ways have you been able to bring the insights of your research to your courses at the undergraduate level?
- What will your next major project be about?
- Do your research and your teaching skills influence each other?
- What theories have you found most useful in formulating your thesis/dissertation project?
- What critical approaches do you find most persuasive? How do they translate into your teaching?
- What would you hope that a non-specialist reader of your dissertation would take away from it?
- Where do you place yourself in relation to other writers who work in your dissertation field?
- Were you able to conduct research from our library?