

MARY W. EXAMPLE

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Comment [WU1]: Header at the top of the resume should match the header on the references page.

PROFILE

- Current sophomore journalism student with relevant academic experience seeking an internship for summer 2014
- One year of writing and editing experience with university campus newspaper
- Proficient with Aldus PageMaker and Microsoft Office on Macintosh and Windows Platforms

Comment [WU2]: This Profile section combines aspects of the old Objective statement and the Strengths section by identifying both the employment goal and specific skills needed for the position.

EDUCATION

B.S. JOURNALISM AND MASS COMMUNICATION, Journalism Concentration May 2016
Organizational Communication Minor GPA: 3.44
Bob Jones University, Greenville, SC

CAREER-RELATED EXPERIENCE

STAFF WRITER—The *Collegian*—Bob Jones University, Greenville, SC Fall 2013-Present

- Created and edited articles, headlines, and captions
- Conducted interviews and wrote articles for the weekly school newspaper
- Online version available at www.bju.edu/collegian

HISTORIAN—Theta Pi Delta Literary Society, Bob Jones University, Greenville, SC Fall 2013

- Wrote weekly newspaper and updated the society webpage

JOURNALISM COURSES & PROJECTS—Bob Jones University, Greenville, SC

- **Expository Writing (PW 211)** Fall 2013
 - Descriptive newspaper writing
 - Wrote several articles and a paper
- **Principles of Journalism (JMC 205)** Fall 2013
 - Overview of different media and how to adapt writing to online news, television/radio, public relations, and newspaper writing
 - Writing assignments included press releases, newspaper articles, and commercials
- **Oral Communication for the Media (JMC 201)** Spring 2013
 - Developed how to effectively communicate in front of a camera and on the air
 - Projects included a 6-week, hour-long radio show (once a week), various ad-lib radio assignments, and some TV reporting exercises
- **Fundamentals for the Electronic Media (JMC 101)** Fall 2012
 - Learned the basics of television and radio and how to communicate with each effectively
 - Projects included two radio shows, learning the positions of a TV newsroom and being able to effectively perform each job, and a reporter package

Comment [WU3]: Use coursework examples to show the employer your relevant classroom experience, even if you do not have related internship or employment experience.

Comment [WU4]: Format coursework entries the same as regular employment entries.

ADDITIONAL EXPERIENCE

TELLER—United Federal Bank, Anaheim, CA Summer 2013

- Awarded bonus for exceptional customer service skills
- Served customers at a drive-up window and reconciled drawer and deposits
- Maintained and distributed monthly reports for cash in/cash out averages and shortages
- Performed Night Depository—average daily cash of \$12,000