

Your Name

street address | city, state zip code | phone number | email address

Profile

- Exceptional listener and communicator who effectively conveys information
- Flexible team player; able to effectively prioritize multiple concurrent projects
- Extensive photography, layout, research and interview experience

Education

B.A., **Journalism**, Goshen College, Goshen, IN, April 20XX

Minor: Photography

Overall GPA: 4.0

Goshen College Study-Service Term in Africa, Dates

- Spent first six weeks studying African culture, history, and language
- Lived six weeks in a rural village, teaching English and grammar
- Conducted interviews and created a brochure and newsletter for the school

Experience

Reporting Intern (The Truth Newspaper, Elkhart, IN) Dates

- Meet weekly story deadlines for print and web assignments
- Research and organize information for stories, covering a range of topics

Editor of The Record (Student Newspaper, Goshen, IN) Dates

- Organized content and layout for 8-page weekly, circulation 1,200
- Recruited and supervised 20-30 student writers, photographers, and designers
- Wrote editorial, news, feature and arts articles weekly
- Met all deadlines through staff schedule and regular follow-through
- Began Politics page to cover presidential election, student opinions and local grassroots movements

Writing Assistant (Goshen College Public Relations, Goshen, IN) Dates

- Wrote press releases on events, feature stories, and news updates
- Conducted interviews, research, phone calls, e-mails, etc.
- Took photographs to run with articles

Communication Intern (Goshen College Career Services, Goshen, IN) Dates

- Assisted with event promotion and marketing, including writing ads, photography and designing posters, flyers, newsletters, etc.
- Wrote project summary reports, and assisted with marketing research
- Updated Career Services website with event photos and descriptions

The Record Staff (Goshen College Newspaper, Goshen, IN) Dates

- Serve as copy editor, staff writer, layout designer, photographer, and photo editor
- Utilize Adobe InDesign, Photoshop, and Illustrator for newspaper layout
- Take feature photography and create headlines and captions
- Cover perspectives, arts, features, religion, and environment events