**Student Name**

123 Angel Way, Apt. 123, Raleigh, NC 27607

mcstudent@email.meredith.edu | (123) 456-7890

**EDUCATION**

Meredith College, Raleigh, NC

Bachelor of Arts in English, May 2016, Major GPA 3.1

Minor: Professional Writing and Presentation Media

**TECHNICAL SKILLS**

Adobe: InDesign, Photoshop

HTML

Microsoft Office Suite: Word, Excel, PowerPoint

**RELEVANT EXPERIENCE**

**Editor**, The *Herald,* Meredith College, Raleigh, NC, Sept. 20xx-present

* Recruit Meredith College students to join the publication staff based upon specific needs of the publication and the specific skills of writers, layout editors, and other positions
* Establish a newspaper that is relevant to students and other readers by hand-selecting each of the 15 articles that are required to create each issue of the publication
* Organize a staff of 14 members to produce a successful newspaper six times per semester
* Tripled the online readership of the *Herald* through advertising on campus and on social media websites

**Special Events Intern**, The Leukemia & Lymphoma Society, Raleigh, NC, Jan. 20xx-present

* Assist in planning the Leukemia Cup Regatta, including captain recruitment, fundraising assistance, ticket sales and tracking, participant support, and event logistics
* Craft press releases promoting the Regatta and other campaigns
* Create letters requesting donations from various businesses and corporations
* Communicate with sponsors to coordinate invoices, payments, and sponsorship benefits

**RELEVANT ACADEMIC PROJECTS**

**Writing for the Media**, Meredith College, Spring 20xx

* Composed various pieces of writing including press releases, TV anchor sound packages, news articles, reviews, editorials, and clips for radio broadcast
* Implemented the ethics of writing for professional and public outlets

**Professional Writing**, Meredith College, Fall 20xx

* Constructed documents appropriate for use in various professional environments that apply to different audiences
* Collaborated with the Meredith College Carlyle Campbell Library Archive department in order to conduct extensive research used for a website design project
* Customized assignments appropriate for business settings

**Public Speaking**, Meredith College, Spring 20xx

* Learned how to professionally articulate topics in professional and public settings
* Successfully prepared and presented two major speeches

**OTHER WORK EXPERIENCE**

**Wait Staff**, Owens Restaurant, Nags Head, NC, Summers 20xx-20xx

* Contributed seasonally to a team of 25 people to consistently provide quality service
* Thought quickly and critically to solve customer problems or complaints