

First Middle initial Last Name

Permanent Address: 74 Pontiac Drive, Liverpool, NY 14654 (B16) 4545555 Bname@gmail.com

Current Address: P.O. Box 456 St. Bonaventure, NY 14778 (B6) 3791234 Bname@bonaventure.edu

Seeking the opportunity to utilize excellent writing, editing and research skills with a public relations or advertising firm.

Education:

Bachelor of Arts degree in Journalism School of Communication May 20XX

St. Bonaventure University, St. Bonaventure, NY

Minor: Marketing

Overall GPA: 3.36/4.0

Major GPA: 3.73/4.0

Dean's List

Washington Semester Journalism Program Spring 20XX

American University, Washington, DC

Experience:

Advertising/Promotions/Marketing

Marketing Operations Intern, Excellus Blue Cross Blue Shield, Rochester, NY Summer 20XX

x Designed a marketing Intranet site to give employees easier access to sales tools and information.

x Coordinated with Blue Cross Blue Shield managers across the state.

Print

Editor, Office of Public Relations, St. Bonaventure University, St. Bonaventure, NY Fall 20XX present

Freelance Sports Reporter, Livingston County News, Geneseo, NY Summers 20XX, 20XX

Features Writer, The Bona Venture, St. Bonaventure, NY Fall 20XX Spring 20XX

Professional Affiliations:

x American Advertising Federation

x American Marketing Association