

SAMPLE RESUME

Jane A. Job Searcher

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OBJECTIVE

Seeking a full-time Corporate Communications position using my writing skills and knowledge of public relations policies.

EDUCATION

Framingham State College Framingham, MA
Candidate for Bachelor of Arts Degree in English May 2006
Concentration in Technical Writing
Relevant Coursework: Journalism, Public Relations Policies

HONORS/AWARD

- GPA 3.4/4.0
- Dean's List

RELATED EXPERIENCE

Special Software, Inc. Boston, MA
Corporate Communications Intern Aug.-Dec. 2006

- Co-produced company newsletter, including story development and writing
- Assisted in writing press releases to be distributed to the media
- Created slide shows for company presentations using PowerPoint

ADDITIONAL EXPERIENCE

Bakers Pharmacy Framingham, MA
Cashier June 2003-July 2006

- Handled cash and credit transactions
- Organized and tallied inventory
- Assisted customers with concerns and questions

Framingham State College Framingham, MA
Library Assistant Sep. 2004-May 2005

- Assisted visitors with research
- Maintained periodicals

COMPUTER SKILLS

- Microsoft Office: Proficient in FrontPage, Excel, Publisher, PowerPoint
- Netscape Composer
- FileMaker Pro

LANGUAGE SKILLS

- French (fluent)
- German (conversant)

ACTIVITIES

- Journalism Club
- Amnesty International