

FIRSTNAME LASTNAME

Baltimore, MD • (443) 555-5555 • tstudent@gmail.com

ACCOMPLISHMENTS

- Editor or Associate Editor of the following publications: Central Penn Parent (35,000 circ.), PA Next (160,000 circ.), Central Penn Mature Living (25,000 circ.), Silver & Gold magazine (100,000 circ.), In Focus (50,000 circ.) and Poet's Corner (70,000 circ.)
- Launched two successful publications, In Focus and PA Next
- Established two public relations departments for a nonprofit and a private-sector company
- Recognized for editorial excellence by the Association of Area Business Journals, Women in Communications, Inc., and Parenting Publications of America in 20XX, 20XX and 20XX

EDUCATION

TOWSON UNIVERSITY, Towson, MD

May 20XX

Bachelor of Arts in English and Bachelor of Fine Arts

- Magna Cum Laude
- GPA: 3.75
- Honors Program

PROFESSIONAL EXPERIENCE

THE STUDENTS' GUILD, Baltimore, MD

Jan 20XX-Present

Public Relations Coordinator/Publications Editor

- Create agency's first internal public relations department by establishing strategies, goals and procedures that lead to increased news coverage and event attendance
- Maintain positive image for campuses in Baltimore City and Prince George's county
- Serve as primary writer for agency's public relations tools, including press releases, Web site, quarterly newsletter for donors, program brochures, videos and other collateral materials
- Produce annual report by accumulating data, writing the content and completing the design layout
- Serve as liaison to local and regional media, community groups, and business and civic leaders
- Write and design advertisements for publication in local and regional media outlets
- Establish consistent corporate messaging and style guidelines for external communications
- Generate copy for development and marketing campaigns

XYZ PRESS INC., Baltimore, MD

Jan-Aug 20XX

Assistant Editor

XYZ Press publishes photography and poetry enthusiast magazines and books.

- Created editorial mission and plan for In Focus, an international quarterly magazine for hobby photographers
- Edited poetry and photography for inclusion in Poet's Corner and In Focus
- Managed and supported team of 12 freelancers and in-house staff

JOURNAL PRESS, INC., Harrisburg, PA

Sept-Dec 20XX

Assistant Editor

Journal Press is an award-winning publisher of regional interest publications.

- Managed production of publications and design of magazines

TECHNICAL SKILLS

Proficient in Microsoft Word, Access, PowerPoint and Excel; Word Perfect; Apple Works; QuarkXPress, PageMaker; FileMaker Pro; FrontPage; Illustrator and Photoshop