

FirstName LastName

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Towson, MD

(410) 555-5555

OBJECTIVE To obtain the editorial assistant internship at Tomorrow Media Communications

EDUCATION **Bachelor of Science, English** December 20XX
Writing Track
Towson University, Towson, MD

COURSEWORK Literary Essay *January 20XX – May 20XX*
▪ Participated in peer-review process to proofread and provide feedback to other students

Writing Argument August 20XX – December 20XX
▪ Wrote argumentative essays defending opinion on various topics including relevant on-campus topics

Advanced Informational Writing August 20XX – December 20XX
▪ Developed and composed a technical manual for an employer relations protocol

RELATED EXPERIENCE

The Towerlight, Towson, MD

Student Contributor/Writer August 20XX-present

- Collaborate with editor to review student-written articles before publication
- Wrote article published in student-run newspaper that featured Greek Organization's on-campus philanthropy event

Towson University Writing Center, Towson, MD

Peer Reviewer September 20XX- May 20XX

- Assist students with grammar and structure of class assignments

WORK EXPERIENCE

Costco Wholesale, White Marsh, MD

Cashier/Member Service Assistant, May 20XX – present

- Calculated members' orders in a quick and friendly manner
- Assisted in other departments when needed