

careerbuilder.com™
RESUME SAMPLE – RECENT GRAD

SHERRI COLA

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Experienced public relations assistant with strong writing skills and proven success in generating creative ideas and media buzz.

SUMMARY OF QUALIFICATIONS

- Seasoned intern experienced in promotions and media relations as well as: researching, interviewing, writing, editing, pitching and focusing story content for newspapers, magazines, and web sites
 - Verifiable track record of consistently pitching fresh ideas and meeting deadlines with quality work
 - BA in Journalism
 - Strong understanding of journalism and public relations operations
 - Proficient in Quark, Photoshop and Microsoft products
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PROFESSIONAL EXPERIENCE

CORPORATE COMMUNICATIONS INTERN Month 200X - Present
COMPANY Chicago, IL

The nation's largest online site with more than 1.5 million jobs and over 23 million unique visitors

- Developed an article format recognized as an outstanding improvement in content arrangement and a new standard by our partners at AOL, and had a story picked up and republished by CNN.com
- Published web content recognized as one of the top ten links for directing unique visitors to the company's website, and contributed to the company's recent rise to number one among competitors
- Co-managed and updated the corporate blog with creative new content resulting in an increase in web traffic and brand awareness
- Brainstormed, researched, interviewed, wrote and developed editorial content and press releases based on job trends, company news, and survey results

EDITORIAL/ILLUSTRATION INTERN Month 200X - Month 200X
COMPANY Chicago, IL

27 year-old biweekly print and online magazine that globally reaches readers interested in social, environmental, and economic affairs

- Researched controversial art exhibits around the country and wrote promotional write-ups for the Art Space section of the magazine

- Worked closely with art director in organizing layouts and developing images to reflect editorial content
- Created illustrations as needed

RESEARCH INTERN
COMPANY

Month 200X - Month 200X
Chicago, IL

Small company specializing in providing literature research materials and educational resources to companies

- Researched and compiled photos and literature-related content based on clients' needs.
- Created comprehensive test questions pertaining to young adult and children's books for Scholastic Inc.

STAFF REPORTER
COMPANY

Month 200X-Month 200X
Chicago, IL

The weekly student-produced college newspaper of Columbia College Chicago

- Pitched story ideas and wrote assignments for Arts and Entertainment and Campus beats
- Edited newspaper content and contributed in designing and editing layouts

ADDITIONAL EXPERIENCE

- Productions Assistant, Company, Chicago, IL, Month 200X - Month 200X
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EDUCATION AND TRAINING

BACHELOR OF ARTS - JOURNALISM
COLLEGE

200X
Chicago, IL

RELEVANT COURSEWORK

- Public Relations Writing, Integrated Marketing, Advertising, Advanced Magazine Article Writing, Desktop Publishing, Computer-Assisted Reporting, Copy Editing, Media Ethics and Law, Newspaper Workshop

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