

Example: English major seeking a communications position with military experience

Nancy English Major

999 E. 84th Street, New York, NY 10075 • nancy20001@yahoo.com • 917-xxx-xxxx

English major with excellent research, writing and editing skills and experience. Thorough attention to detail and an effective creative approach to assure an engaging and informative communications style.

- EDUCATION:** **National University**, New York, NY
Bachelor of Arts, English, May 2009
GPA: 3.46 overall/3.68 in major, Cum Laude
Coursework: Professional Editing, Non-Fiction Writing, Poetry, Writing in the Disciplines, Field Reporting, Ethics in Reporting
Project/Honors Thesis: Conducted research and authored 30 page report analyzing the role of immigrants in business innovation
- EXPERIENCE:** **Public Relations Assistant/Intern**, September 2008 - Present
Armani Exchange, Kingston, NY
- Assisted Communications Director developing and executing strategy resulting in broad media coverage of product launch
 - Developed brochures and other collateral material
 - Represented company at industry events
- Writing Center Tutor**, January 2006 - August 2008
- National University Writing Center, New York, NY
 - Counseled 150 students concerning term papers
 - Directed changes resulting in high quality report writing
- Sales Associate**, June 2005 - December 2005
- Abercrombie & Fitch, Orange, NY
 - Provided customer sales support
 - Handled daily cash and opened and closed the store
- MILITARY:** **Communications Specialist**, June 2002 - June 2005
U.S. Army, 101st Airborne Division, Fort Campbell KY and Iraq
- Managed information distribution of command decisions
 - Liaison to 18 post and community newspapers
- ACTIVITIES:** **STUDENT GOVERNMENT**, September 2007 - Present
- Provided publicity for all club events
 - Developed 30% increase in student participation
- YEARBOOK**, September 2006 - May 2008
- Decreased production costs by 15%
 - Maintained relationships with collegiate and local vendors
- SKILLS:** **COMPUTER:** Word, PowerPoint, Publisher
LANGUAGE: Fluent in Spanish
- INTERESTS:** Photography, Piano, Soccer, Poetry