

**Example: English major seeking a communications position with  
no military experience**

**Mary English Major**

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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
- 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