

JOURNALISM RESUME SAMPLE

Sheila Smith

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PROFILE SUMMARY

Motivated and creative Journalism student (journalist if graduated), offering writing and copyediting skills, with knowledge of newsgathering, publishing tools, and other technologies. Looking to gain more hands-on experience and contribute to a competitive and dynamic company.

EDUCATION

Kingsborough Community College, Brooklyn, NY Expected 6/2022
Associate of Science Degree in Journalism & Print Media, GPA 3.7

EXPERIENCE

Mail Xpress, Brooklyn, NY 6/2021 – Present
Mailroom Clerk

- x Sort & distribute mail alphabetically
- x Prepare mail and small packages for delivery
- x Calculate postage and print shipping labels

Sundries Media, New York, NY 3/2021 – 5/2021
Media Intern

- x Assisted with research for stories
- x Helped with developing social media content and keeping handles up to date
- x Supported staff with video production

AWARDS/ACCOMPLISHMENTS

- x Dean's List (2020- Present)
- x Invited to write article covering the presidential debates for community newspaper *Sunset Times* (2020)

SKILLS

- x Proficient in Google Drive & Microsoft Office
- x Creative writing and research skills
- x Excellent public speaking skills
- x Social media and website management
- x Basic working knowledge of Adobe InDesign & Adobe InCopy