

JOURNALISM RESUME SAMPLE

Sheila Smith

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PROFILE SUMMARY

Motivated and creative Journalism student (or 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

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

Sundries Media, New York, NY

3/2021 – 5/2021

Media Intern

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

AWARDS/ACCOMPLISHMENTS

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

SKILLS

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