

Resume guide for INTERNSHIPS only: Use at least a #10 font & no more than 3 different styles in one resume

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Career Objective: To obtain an internship in public relations *{refer to skills, industry, or area of interests here}*.

Education: BA in *Your Major*, Washington College, Chestertown, Maryland, May, 2009.
Minor or Concentration in _____.
GPA: 3.14 overall; 3.45 (in major)

High School Diploma, Amos B. Creech High School, Hagerstown, Maryland,
May, 2002. *{Use transfer school here if you transferred from another university}*

Honors: Dean's List, two semesters, Washington College
Beta Club, Creech High
National Forensic Association, Regional Winner (Oral Interpretation)
Rotary Scholarship

Related Coursework: Micro-computer applications; ELM Journalism Internship; Public Speaking; Creative Writing; Photography. *{Include your best courses here that provide skills you will take toward the internship}*

Related Experience: *{“Related experience” means skills/experience related to skills, industry, or job title indicated in your career objective; remember that experience can be gained from classroom assignments, volunteer work, part-time employment, and summer job---whether you were paid or not is secondary to the skills you obtain from an experience}*

Intern, College Relations Office, Washington College, Spring 2005
Create print media for event promotions; assist media staff.

Features Editor, The Elm, Washington College student newspaper, 2003-2004.
Wrote and edited feature articles for paper; supervised two staff persons.

Lifeguard, Hagerstown YWCA, Hagerstown, MD Summers 2001-2002.
Produced posters and pamphlets distributed to swim clubs around the state; Implemented campaign to ensure safe diving techniques; Maintained pool safety standards.

Salesperson, Hallmark Cards and Gifts, Hagerstown, MD Summer 2000
Sold cards and gifts in shop with revenues of \$50,000 per week; Developed window displays which increased consumer traffic by 20%; Received Employee of the Week award two times.

Activities:

Washington College:

Writer's Group, 2003-present
Photography Club, 2002-present; Treasurer, 2004

High School:

Swim Team, Creech High School, 1999-2001
Editor, Creech High School Yearbook, 2002

Special Skills:

Computer: MS Office (Word, Excel, Access, Power Point)
Languages: Conversational Spanish