

Your Name Bold 14 or 16 pt. font

Your Address
City, State, Zip code
Phone #
Email Address

Objective To obtain a Marketing internship with the Cleveland Metroparks
(Clearly state the position you are applying for, even if you have stated it in your cover letter. Your letter and resume may become separated. Use the specific title of the internship or employment position, if possible. Or you may use a generic objective such as: To obtain an internship in the field of public relations.)

Education

Cleveland State University 2001 – present
Major: Journalism and Promotional Communication
(or Communication, Concentration: Public Relations)
Class Standing: Junior
G.P.A. 3.0

Relevant Coursework

- Media Writing
- Public Relations Writing
- Principles of Public Relations
- Public and Professional Speaking

Skills

AP style writing, PageMaker, Photoshop, Quark, InDesign,
Microsoft Word, Excel, Power Point

Relevant Experience

Event Planning
Volunteer for 2004 American Cancer Society Walk-a-thon, Aurora, Ohio
Recruited corporate teams

Customer Service
Server at Bob Evans, 2001 – present
Promoted daily menu special items
Employee of the Month

Awards & Activities

Public Relations Student Society of America, Member
Leadership Certification Program, Cleveland State University
Dean's List Fall 2004

References

Available upon request
(Use the References heading, if you need to “fill-up” the space on the page.)