

Street Address
City, State Zip Code

English Major Sample

Telephone Number
Email Address

Electronic Portfolio Website

OBJECTIVE

To obtain a position as a copy writer for a leading publisher

EDUCATION

Bachelor of Arts degree in English
Winona State University, Winona, MN
Emphasis: Writing
Minor: Mass Communication

December 2009

Major GPA: 3.4

RELATED COURSEWORK AND PROJECTS

Writing in Communities

- Created writing samples using dialect common to diverse populations

Mass Media and Society

- Conducted critical analyses of media content and structure as it relates to advertising

Story Writing

- Developed articles of fictional content appealing to specific audiences

Technical Writing

- Led a team writing effort to produce a technical manual for a new innovation

Visual Communication

- Developed black and white photographs
- Created photography portfolio

News Writing

- Received class award for most creative and credible news sources
- Developed ability to focus on concise content and edit appropriately

WORK EXPERIENCE

Server

Pancakes on Main

- Demonstrated ability to articulate customer needs to kitchen staff
- Utilized creative multitasking to increase productivity
- Recognized by supervisors as a provider of quality customer service resulting in increased business
- Achieved highest sales increase two consecutive months

September 2007 - present
Winona, MN

Lifeguard

Winona Family Pool & Park

- Demonstrate leadership skills as manager on the evening shift
- Perform organizational tasks of scheduling evening employees and swim lessons
- Supervise and coach up to 6 other lifeguards and respond to their concerns
- Relate to public constituents
- Demonstrate conflict resolution skills

Summers 2005 - present
Winona, MN

ACTIVITIES/HONORS

Golf team captain, Winona State University
Youth tennis camp volunteer, Winona Golf & Tennis Club
Dean's List

2007 - present
Summers 2006, 2007
2007

Sample resumes available for download on Career Services Website: www.winona.edu/career/resumes
Call 507-457-5878 and setup an appointment with a career advisor to have your resume critiqued
Winona State University, Career Services, 314 Maxwell Hall, Winona, MN 55987