

FIRST NAME LAST NAME

City / State

Phone Number

Emailaddress@provider.com

www.linkedin.com/in/yourprofilenamehere/

EDUCATION

Bachelor of Arts in Journalism, May 20XX

Northern Illinois University (NIU), DeKalb, IL

GPA: 3.3./4.0

COMPUTER SKILLS/TECHNOLOGY

Final Cut Pro X; Microsoft SQL Server; Adobe InDesign; YouTube; Microsoft Publisher and Excel

JOURNALISM & PUBLIC RELATIONS EXPERIENCE

Public Relations Writer, DeKalb Community School District #428, September 20XX – 20XX

- Covered weekly school board and committee meetings
- Worked as official public relations writer for the Redistricting Committee
- Summarized all meetings and wrote briefs that were distributed to district parents and officials

News Intern, Genoa Record, Genoa, IL, Summer 20XX

- Covered Genoa beat that included city council and school board meetings
- Wrote a variety of county-wide features and news articles with an emphasis on business
- Attended press conferences and conducted one-on-one interviews with county politicians

City Reporter, Northern Star, Northern Illinois University, August 20XX – May 20XX

- Chronicled city council, school board, and planning commission meetings as city government reporter
- Covered referendum, urban sprawl, and political issues within DeKalb
- Wrote a week-long series on the growth of gang activity in the far west suburbs

Freelance Reporter, Stateline Business Magazine, Beloit, WI, October 20XX – April 20XX

- Wrote features about company renovations and new stores in the area

PROFESSIONAL ASSOCIATIONS

Society of Professional Journalists, August 20XX – Present

NIU Public Relations Student Society of America, March 20XX – 20XX

ADDITIONAL EXPERIENCE

Sales Associate, Box Office, NIU, DeKalb, IL, December 20XX – December 20XX

- Trained four new employees in university ticket sales operations
- Assisted manager in the operation of special events