

First Name Last Name

City, State

Phone Number

emailaddress@provider.com

linkedin.com/in/firstnamelastname/

EDUCATION

Bachelor of Arts, Northern Illinois University, DeKalb, IL, May 20XX

Major: **English**; Track: **Studies in Writing**

GPA: 3.6 / 4.0

Sigma Tau Delta-XI Delta Chapter: International English Honor Society

Study Abroad, Oriel College, University of Oxford, Oxford, England, June - July 20XX

- Extensive study in the topics of English Political Science and History

EXPERIENCE

Junior Content Writer, Taylor Consulting Inc., Aurora, IL, June 20XX - Present

- Create original content for 10 clients, including marketing pieces and informational text
- Communicate with clients to assess their satisfaction with content and provide adjustments and suggestions to meet individual client needs
- Proof content for coworkers to ensure creation of high-quality, error free, and concise materials

Blogger, Green Living in Illinois, October 20XX - Present

- Generate weekly content for blog about green living choices, including researching topics, interviewing content experts, and reviewing peer blogs
- Design layout and creative flow of site, ensuring choices that complement the overall tone
- Increased viewership by 500% through promotion on targeted Facebook groups and Twitter
- Obtained financial sponsorship from 3 local businesses, which providing funds to travel to “Go Blog Social” conference
- Wrote promotional blog posts for sponsoring businesses, increasing reader awareness of local businesses, services, and products

Reporter, Northern Star, DeKalb, IL, October 20XX - April 20XX

- Wrote objective and informative articles on campus happenings on a weekly basis
- Interviewed students, staff, community members and various professionals to gather accurate data and opinions for articles

ADDITIONAL EXPERIENCE

Cashier, JCPenney, North Aurora, IL, June 20XX - October 20XX

- Assessed customer needs and recommended products while providing a friendly checkout experience