**Communication/Journalism Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

Contact Information (Address, Phone number, Email address)

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Arts in Communication/Journalism,** Expected Graduation, Month, Year

Concentration: (Select \*Electronic Media, Print Media, or Public Media\*)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)

QPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education: \***Study Abroad; Honors; Relevant Coursework**\***

**LANGUAGES:** (include level of proficiency)

**COMPUTER SKILLS/MEDIA RELATED EXPEREINCE (**Print/Electronic media concentration**):**

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**RELEVANT EXPERIENCE** (may also include Community Service)

**Job Title** (for Community Service, “Job Title” may be “Volunteer”, “Tutor”, “Coach”), dates

Organization, City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**WRITING PROJECTS (or PUBLICATIONS)**

* Title of project, date
* Title of project, date

**RELEVANT PROJECTS/RESEARCH PROJECTS**

**Title of Research, (**dates conducted)

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support
* Of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(dates)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**Languages; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Public Relations Experience

**Communication/Journalism Resume Example**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Jonny Doe**

Contact Information 123 Maple Road, Shippensburg, PA 17257, email@domain.com, 123-456-7890

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION**

**Bachelor of Arts in Communication/Journalism,** Expected Graduation, May, 2022

Concentration: Public Media

Minor: Technical Writing

Shippensburg University, Shippensburg, PA

Accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)

QPA: 3.3

**LANGUAGES:**

* German (5 years)

**PROFESSIONAL INTERNSHIPS**

**Comedic Writing Intern,** The Late Show with Stephen Colbert(February 2020 – May 2020)

Virtual

* Transcribed meeting minutes with leadership including Stephen Colbert weekly for internal distribution.
* Drafted social media posts for review and publication.
* While working with other interns, coordinated new comedic material for usage in digital marketing.

**RELEVANT EXPERIENCE**

**Social Media Associate**, (June 2020 – Present)

Walgreens, Chambersburg, PA

* Marketed promotions and sales onto social media.
* Interviewed real customers to showcase excitement for shopping at local store.
* Revitalized engagement with community by reaching out to new partners for social media challenges.

**PUBLICATIONS**

* Hyperpolarized in 2020; Red vs. Blue, July 19th 2020
* Mass Marketing in Massachusetts, January 13th 2019

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Vice President,** PRSSA(April 2020 – Present)

* Coordinate public relations events on campus to engage students
* Represents organization in all public meetings and press releases
* Organize Shippensburg delegation to present at national conference

**Professional references and portfolio available upon request**