

Your First and Last Name

444-444-0000 | Leesburg, VA | email@gmail.com

Education

James Madison University (JMU), Harrisonburg VA May 20XX
Bachelor of Arts in Communication Studies, Concentration in Public Relation Studies
Major GPA: 3.4
Dean's List: Spring 20XX, Fall 20XX

Virginia Commonwealth University (VCU), Richmond VA Attended August 20XX-May 20XX
Dean's List: Fall 20XX

Work Experience

United States of Care, Remote September 20XX-December 20XX
Intern

- Drafted and managed content for social media platforms including blog posts and press
- Organized press and state tracker spreadsheets
- Supported the team in research, planning, and operational content
- Assisted in design work and video production utilizing Microsoft Office

Virginia Commonwealth University, Richmond VA January 20XX-May 20XX
Teaching Assistant

- Offered 3 drop-in hours per week via Zoom or in person to assist student's studies
- Aided professor of Mass Communications course with grading homework assignments and quizzes
- Provided students with practice tests to take, and review together before exams

Target, Leesburg VA May 20XX-August 20XX
Sales Associate

- Gained customer service skills by ensuring guests needs were being met
- Operated cash registers and developed knowledge of POS systems
- Communicated effectively and directed customers to goods to increase sales

Campus Involvement

Public Relations Student Society of America, JMU August 20XX-Present
Member

- Collaborated with other PR students through professional and social events including webinars, chapter meetings, and conferences

Kappa Tau Alpha, VCU September 20XX-May 20XX
Member

- Honors society that recognizes academic excellence and scholarship in journalism and communication

Relevant Coursework

Presentational Speaking, JMU September 20XX-December 20XX
• Performed various speeches including impromptu and business sales presentations

Public Relations Techniques I: Written, JMU January 20XX-May 20XX
• Developed familiarity with word processing software and knowledge on media & press writing methods

Diversity in the Media, VCU September 20XX-December 20XX
• Educated on contemporary issues relating to diversity and diversity awareness within the field of media