

Elizabeth Smith

Current Address

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453- 555- 5555
Smith@ LS. edu

Permanent Address

1510 Park Street
Hamlet, LS 41112
454- 555- 5555
Smith@ somewhere.com

Objective

To obtain a position in public relations using my communication and promotional skills

Education

University of Large State, Bachelor of Arts, English, expected 2000
Minor: Business, G. P. A.: 3.5/ 4.0, English Honors Society
(Students often list education before experience)

Related Courses

Public Relations
Marketing
Consumer Behavior
The Language of Advertising

Writing for Mass Media

Writing for Business
(Coursework relating to the position applied for)

Experience

Program Coordinator – Campus Activities Council, Large State University, 1998 – present.

- Initiated and organized the Campus Run for Charity
- Promoted event with fliers, e- mail, newspaper ads, and campus radio station announcements
- 1,000 students participated (Show results)

(Give approximate dates of employment)

(Most recent job first)

(Bullets emphasize accomplishments)

Campus Tour Guide, Office of Recruiting, Large State University, 97– 98.

- * Led weekly tours for prospective students and parents
- * Answered questions and addressed concerns
- * Wrote information sheet explaining campus– housing policy
- * Selected to train new guides

Administrative Assistant, ABC Business, Harristown, Large State, Summers, 96 and 97.

- Drafted correspondence
- Used Microsoft Word and Excel to type and edit reports
- Complimented for accuracy and attention to detail

(Separate section for special skills)

Foreign Language Skills

Fluent in Spanish

References available on request

(Statement sometimes omitted)