

**Tracy Q. Graduate**

**Comment:** Use your full name or proper name

**CAMPUS:**  
456 College Hall  
Normal, IL 67890  
111-222-3333  
[tracy.graduate@ilstu.edu](mailto:tracy.graduate@ilstu.edu)

**PERMANENT:**  
123 Main Street  
Anytown, CA 12345  
777-888-9999  
[tracygraduate@hotmail.com](mailto:tracygraduate@hotmail.com)

**Comment:** If you still live on campus at the college, then you need to include this address as well.

**OBJECTIVE:** Corporate communications position in northern California.

**Comment:** This is a specific statement about what you want in terms of a job.

**SUMMARY:**

- Corporate communications internship with Hewlett-Packard.
- Magna Cum Laude graduate with BS in Communications.
- Proficient with HTML, MS Office, Windows XP and the Internet.

**Comment:** The summary allows for quick highlights of what makes you qualified for the job.

**Comment:** When possible, use the jargon/buzz words for that profession.

**EDUCATION:** **Bachelor of Science in Communications, May 2006**  
Illinois State University, Normal, Illinois  
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

**Comment:** State your degree, graduation date, & place of the college.

**Comment:** Include on a resume when you first leave college & don't have experience yet.

**Courses taken included:**

|                              |   |
|------------------------------|---|
| Communication Strategies     | Organization Communication Technology   |
| Corporate Communications     | Public Relations                        |
| Intercultural Communications | Quantitative Research in Communications |
| HTML/Web Development         | Desktop Publishing                      |

**Comment:** State relevant course work when new to the work force. After time, this becomes your work experiences.

**EXPERIENCE:** **Corporate Communications Internship, May 2005 to August 2005**  
**Hewlett-Packard, Palo Alto, California**

- Re-initiated the departmental newsletter program, utilizing a common corporate format and theme to integrate with departmental news.
- Launched the first Intranet-based newsletter, allowing for more efficient and cost-effective delivery of corporate news, with an annual savings of more than \$60,000 in printing and delivery costs.
- Developed HTML template to allow newsletter contributors to develop and deliver articles with little or no format editing.
- Designed and developed new interface for Communications Department access to company-wide Intranet.

**Comment:** Use strong action words to convey your effectiveness

**Comment:** Use strong action words to state your qualifications.

**Assistant Editor/Reporter, August 2003 to Present**  
**Student News, Illinois State University, Normal, Illinois**

- Responsible for reporting of all campus social activities.
- Developed weekly stories without missing a single deadline.

**ACTIVITIES:**

- Vice President, Student Council, 2005-2006
  - Administration Liaison for Student Council
  - Co-chaired Complaint Resolution Committee
- President, Future Writers of America, Student Chapter, 2005-2006

**Comment:** Use this section for activities & awards which show you have leadership skills and/or the ability to be flexible/open to working with others.