

Chronological resume

CORA SPONDENCE

1234 Easy Street
Paradise, MI 49002
313-555-1234

cspotence@yahoo.com

OBJECTIVE

Obtain an entry-level opportunity utilizing my writing, editing, and research skills in the communications industry.

EDUCATION

The University of Michigan-Dearborn

Bachelor of Arts

Graduating with high distinction

Major: Communications Minor: Management

Dearborn, MI

May 2005

G.P.A.: 3.8

HONORS & AWARDS

UM-Dearborn Chancellor's Scholarship

EXPERIENCE IN COMMUNICATIONS

Midwest Style Magazine

Co-op Student, Advertising Department

- Assisted advertising executives in creating point-of-purchase displays.
- Participated in design development sessions with clients.
- Collaborated with graphic artists to create caption copy.

Detroit, MI

01/05 – 04/05

Detroit Theatre Company

Public Relations Intern

- Composed press releases and public service announcements to publicize theatre events.
- Managed production of posters, flyers, and programs.

Detroit, MI

09/04 – 12/04

Dearborn News

Junior Copywriter

- Created copy for campaigns designed to promote textbook publisher's line of books in trade magazines and newspapers.
- Assisted marketing and editorial departments with sell copy for book catalogs, direct mail pieces, and trade show materials.

Dearborn, MI

01/04 - 08/04

WORK HISTORY

Crowley's Department Store

Sales Associate

Dearborn, MI

06/03 – 12/03

Just Desserts Restaurant

Hostess/Server

Birmingham, MI

12/02 – 06/03

SPECIAL SKILLS

Computer: Microsoft Office Suite, Publisher, Photoshop, and PageMaker
Languages: Spanish, French