

# SAMPLE RÉSUMÉ: GETTING THE JOB

Jonathan is highlighting his major GPA because it is higher than his cumulative GPA.

In the Skills section, Jonathan is focusing on "hard" or "technical" skills relevant to his field. He integrates transferable skills into his bullet points.

Jonathan created a Relevant Experience section to highlight his writing and communication skills.

The formatting for The Michigan Times positions illustrates how Jonathan was promoted to Assistant Editor.

## Jonathan Wolverine

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### OBJECTIVE

To obtain junior copywriter position with Design My Home utilizing creative writing, editing, and communication skills

### EDUCATION

**University of Michigan-Flint** Flint, MI  
Bachelor of Arts, Communication May XXXX

Minors: Studio Art, English  
Major GPA: 3.57/4.00; Cumulative GPA: 3.41/4.00

Honors: Dean's List, Spring XXXX

Relevant Courses: Cultural and Global Diversity in Advertising, Advanced Persuasion and Communication, Marketing Research, Consumer Behavior, New Communication Technologies, Web Design

**University of New South Wales** Sydney, Australia  
Study Abroad January - June XXXX

### SKILLS

**Computer:** Proficient in Microsoft Excel, PowerPoint, Access; Adobe Photoshop, InDesign; Familiar with Java, Lexus Nexus

**Social Media:** Proficient in Tumblr, WordPress, Twitter, Pinterest, LinkedIn, Facebook

**Language:** Conversational in Spanish

### RELEVANT EXPERIENCE

**Publishers Clearing House** New York, NY  
Copywriting Intern May XXXX - August XXXX

- Wrote content for targeted populations to be reviewed by copywriters; proofread e-mails and banners before e-mailing customers and publishing on website
- Created visual designs in Adobe Photoshop with a team of interns and advanced the company's brand strategy
- Conducted focus groups and researched potential campaign ideas; presented proposal to senior copywriting staff
- Developed mock-ups and prototypes for presentations to marketing teams to meet short deadlines

**The Michigan Times, University of Michigan-Flint** Flint, MI  
**Assistant Editor** January XXXX - Present

- Edit content for 10 staff writers, checking for grammatical and spelling errors before going to press
- Attend and cover large-scale on-campus events that are often picked up by national media outlets
- Design content for print and online versions of the campus paper using InDesign

**Staff Writer** September XXXX - Present

- Authored numerous articles including front-page piece on U.S. foreign affairs
- Pitch story ideas to editorial staff for features and editorial pages

### LEADERSHIP ACTIVITIES

**Pi Sigma Epsilon, Professional Business Fraternity, University of Michigan-Flint** Flint, MI  
Vice President of Recruitment September XXXX - Present

**Campus Big Buddies, University of Michigan-Flint** Flint, MI  
Mentor January XXXX - Present

### ADDITIONAL EXPERIENCE

**Relay for Life**, Volunteer, Flint, MI September XXXX - Present  
**American Eagle Outfitters**, Sales Associate, Flint, MI August XXXX - Present (Seasonal)