

Tracy Q. Graduate

123 Main Street
Anytown, IN 12345
(777) 888-9999
myemail@yahoo.com

Objective: Corporate communications position

Education: **Bachelor of Science in Communications**, May 2006
Illinois State University, Normal, Illinois
Magna Cum Laude 3.6 GPA

Courses taken included:

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

Experience:

Assistant Editor/Reporter, August 2004 to May 2006
Student News, Illinois State University, Normal, Illinois

- Reporting of all campus social activities
- Developed weekly stories without missing a single deadline

Corporate Communications Intern, May to August 2005
Hewlett-Packard, Palo Alto, California

- Re-initiated departmental newsletter program, utilizing corporate format and theme to integrate with departmental news
- Launched first Intranet newsletter, for more efficient, cost-effective delivery of corporate news, annual savings more than \$60,000
- Developed HTML template; allows newsletter contributors to submit articles with minimal editing
- Designed and developed new interface for Departments interface for Intranet

Affiliations:

- Vice President, Student Council, 2004-2006
- President, Future Writers of America, Student Chapter, 2004-2006
- Administration Liaison for Student Council, 2005
- Co-chaired Student Council Complaint Resolution Committee, 2003-2004

Computer Skills:

- Proficient with HTML, MS Office, Windows 98/2000