

First Name Last Name

City, State

emailaddress@provider.com

Phone Number

linkedin.com/in/firstnamelastname/

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

EXPERIENCE

Junior Content Writer, June 20XX - Present

Taylor Consulting Inc., Aurora, IL

- Create original content for 10 clients, including marketing pieces and informational text
- Communicate with clients to assess their satisfaction with content and provide adjustments and suggestions to meet individual client needs
- Proof content for coworkers to ensure creation of high-quality, error free, and concise materials

Blogger, October 20XX - Present

Green Living in Illinois

- Generate weekly content for blog about green living choices, including researching topics, interviewing content experts, and reviewing peer blogs
- Design layout and creative flow of site, ensuring choices that complement the overall tone
- Increased viewership by 500% through promotion on targeted Facebook groups and Twitter
- Obtained financial sponsorship from 3 local businesses, which providing funds to travel to “Go Blog Social” conference
- Wrote promotional blog posts for sponsoring businesses, increasing reader awareness of local businesses, services and products

Reporter, October 20XX – April 20XX

Northern Star, DeKalb, IL

- Wrote objective and informative articles on campus happenings on a weekly basis
- Interviewed students, staff, community members and various professionals to gather accurate data and opinions for articles

ADDITIONAL EXPERIENCE

Cashier, June 20XX – October 20XX

JC Penny, North Aurora, IL

EDUCATION

Bachelor of Arts, Major: English, Studies in Writing, May 20XX

Northern Illinois University, DeKalb, IL

GPA: 3.6 / 4.0

Study Abroad, June - July 20XX

Oriel College in Oxford, England