**Name**

Address, City, State, Zip Code

Phone Number | E-mail Address

**OBJECTIVE/PROFILE/SUMMARY**

To work as an Communications Intern at Mahaska Communications Group

**EDUCATION**

***Bachelor of Arts*** William Penn University Oskaloosa, IA May 2013

Major: Communications – Digital Broadcasting GPA: 3.2

Relevant Courses (*list them*)

Relevant Projects

**EXPERIENCE**

***Title*** Company Location Start Date – End Date

* Manage . . .
* Train . . .
* Coach . . .

***Title*** Company Location Start Date – End Date

* Filed . . .
* Operated . . .
* Built . . .

***Title*** Company Location Start Date – End Date

***Volunteer*** Community Group Location Start Date – End Date

* Cleaned City Park
* Planted flowers
* Helped paint house for elderly church member

**HONORS/ACTIVITIES/ACCOMPLISHMENTS**

* President, Computer Club, Oskaloosa High School Start Date – End Date
* Member Baseball Team, William Penn University Start Date – End Date
* Helper, Sunday School, Lutheran Church, Oskaloosa Start Date – End Date

**OTHER SKILLS**

* Proficient using computers
* Excellent customer service skills
* Responsible and punctual
* Fluent in Spanish

*Sample Resume Template*