



FIRST NAME LAST NAME

TITLE (JOURNALIST, DIRECTOR, ETC.)

CONTACT

+123-456-7890

myemail@gmail.com

Edwardsville, IL

www.myportfolio.com

EDUCATION

2020 - 2024

SOUTHERN ILLINOIS
UNIVERSITY EDWARDSVILLE

- Bachelor of Arts - Mass Communications
- Advertising focus
- English Minor
- GPA: 3.8 / 4.0

SKILLS

- Graphic Design
- Copywriting
- Project Management
- Public Relations
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Adobe Creative Suite

LANGUAGES

- English (Fluent)
- French (Fluent)

SUMMARY

- Bullet points of key accomplishments
- If none can move the Work Experience up and include Relevant Coursework at the bottom.
- Could also include a section on Activities and include roles in student organizations, volunteering, etc.

WORK EXPERIENCE

Cool Internship

SUMMER 2024

Marketing Intern

- A few key bullet points about what I did there
- Press release writing
- Social media content creation
- If you have actual results, include them. For example:
- Increased social media followers by 50% over three months

Student Job

2021--2024

Job Title

- Even if the job isn't media related, you probably had some responsibilities that will translate
- List a few as bullet points

Another Job

2018-2021

Job Titles

- Same as above

REFERENCES

Intern Supervisor

Company name.Title

Phone: 123-456-7890

Email: hello@reallygreatsite.com

Professor or Supervisor

Company name/Title

Phone: 123-456-7890

Email: hello@reallygreatsite.com