

# Your First and Last Name

email | (555) 555-555 | linkedin.com/EnglishMaster

## Education

### **Master of Arts in English**

*James Madison University (JMU), Harrisonburg, VA*

May 20XX

### **Bachelor of Arts in English**

*James Madison University (JMU), Harrisonburg, VA*

May 20XX

- Minors in World Literature and Art History
- Dean's List Spring 2021-Spring 2023

## Writing and Editing Experience

### **Production Editorial Internship**

*Penguin Random House | New York, NY | Remote*

Sept. 20XX – Present

- Copyedit TI sheets, reader guides, and covers for children and adult books
- Create marketing materials for books across genres and age demographics
- Lead biweekly meetings for in-progress projects to facilitate communication with 10+ freelancers

### **Freelance Editor and Writer**

*The Daily News Record | Harrisonburg, VA*

May 20XX – Present

- Author 50+ feature articles and news pieces, garnering an average of 1,000 views per article
- Implement SEO best practices in article writing, leading to a 30% increase in organic traffic to the online newspaper website
- Edit and polish 200+ articles for print and online publication, ensuring adherence to AP Style and grammar standards

### **Editorial and Writing Intern**

*American Heart Association (AHA) | Dallas, TX*

May 20XX – Aug. 20XX

- Wrote features and profiles about AHA people, patients and issues
- Developed social media content for AHA publications and events
- Created videos, podcast scripts, and web captions for multimedia content

### **Staff Writer**

*The Breeze, JMU, Harrisonburg, VA*

May 20XX – May 20XX

- Wrote two weekly articles for the news and culture sections at campus newspaper
- Conducted interviews with faculty, students, and community to gather information for articles

## Campus Involvement

### **Alpha Phi Omega, Co-Ed Volunteer Fraternity**

*James Madison University, Harrisonburg, VA*

Aug. 20XX – Present

- Volunteer for local community programs supporting fair housing, green food gardens at elementary schools, and food banks for 6 hours a week

## Skills

**Technical:** Microsoft Office Suite, MadCap, Markdown, SEO principles, Editing and Proofreading

**Writing Style:** Technical, Report, Academic, Creative, Journalistic