## **CORA SPONDENCE**

1234 Easy Street Paradise, MI, 49002 313-555-1234 Cspondence@yahoo.com

Objective: A position in the communications industry that utilizes my experience in advertising, PR and editing

## **EDUCATION**

The University of Michigan-Dearborn

Bachelor of Arts: Communications, Minor: Management

Graduating with high distinction

UM-Dearborn Chancellor's Scholarship

Dearborn, MI

May 2009

G.P.A.: 3.8

## **EXPERIENCE IN COMMUNICATIONS**

Midwest Style Magazine Detroit, MI Co-op Student, Advertising Department 01/09 - 04/09

- Assisted advertising executives in creating point-of-purchase displays.
- Participated in design development sessions with clients.
- Collaborated with graphic artists to create caption copy.

Detroit Theater Company Detroit, MI
Public Relations Intern 09/08 - 12/08

- Composed press releases and public service announcements to publicize theater events.
- Managed production of posters, flyers, and programs.

Dearborn News

Junior Copywriter

Dearborn, MI
01/08 – 08/08

- Created copy for campaigns designed to promote textbook publisher's line of books in trade magazines and newspapers.
- Assisted marketing and editorial departments with sell copy for book catalogs, direct mail pieces, and trade show materials.

## **WORK HISTORY**

Crowley's Department Store Dearborn, MI Sales Associate 06/07 – 12/07

Just Desserts Restaurant

Hostess/Server

Birmingham, MI

12/06 – 06/07

Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint, Publisher, Photoshop, and PageMaker Language Skills: Fluent in Spanish and French