

# JOHN BROWN

999 Main Streets  
Any Town, NY 99999  
(999) 999-9999  
email@gmail.com

## SKILLS

- Excellent written and oral communication skills.
- Self-starter with the ability to work independently.
- Proficient in Microsoft Word, Outlook, and Excel.

## WORK EXPERIENCE

**ABC Inc.** Any Town, NY

**2009**

*Columnist*

- Produced sections of the newspaper, under intense deadline pressure, on a daily basis. Layout skills, including the placement of photographs and decisions of story length are utilized.
- Facilitated meetings to guide organizations on how best to submit and report the news they feel is important.
- Developed a new weekly column.

**XYZ Corp.** Any Town, NY

**2006-2008**

*Columnist*

- Began working part-time as a weekly columnist.
- Wrote news articles as both a weekly and daily reporter on a variety of topics with minimal supervision.
- Wrote feature stories with photos including human interest, historical and entertainment pieces.
- Helped design, edit and proofread an entire weekly newspaper and did writing, editing and layout.
- Made editorial decisions regarding contents.

**BCD Inc.** Any Town, NY

**2004-2006**

*Columnist*

- Wrote weekly newspaper columns, local news briefs and pop culture entertainment pieces.
- Researched articles through numerous sources.
- Produced numerous articles based on one-on-one interviews with business owners promoting and high-lighting those businesses.
- Contributed information to cover stories by staff reporters.

## EDUCATION

**Pennsylvania State University, University Park**

B.A. in Communications