

Mark Smith

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Top-performing student with track record of success in journalism and public relations eager to make an impact and gain 'hands-on' experience through a part-time job or summer internship in digital communications and PR at XYZ firm.

EDUCATION

School One

Graduation date: June, 20XX

GPA 3.45 (out of 4.0); Top 15% of class

Academic Honors

Dean's List

National Merit Scholar

EXPERIENCE

Feature Writer & Publicist, Company One, New York, NY 20XX - Present

- Helped launch niche digital publication covering a wide range of topics, including (but not limited to): Current Events, Latest Teen Styles, Music and Entertainment, and Top Ten Lists.
- Produced 15 feature articles per month under tight deadlines while developing flyers and securing advertising support.
- Collaborated on design, logo, and style guide.

Yearbook, School One 20XX - Present

Managing Editor

- Elected to lead a team of 10 from initial layout through the finished product; accountable for coordinating assignments and motivating staff to provide quality work on time.
- Directed content development, supervised story features, proofed copy, completed final reviews, and worked with a faculty advisor on signs-off before printing.

Advertising Manager

- Spearheaded sales campaigns, fundraising activities, and securing ad sales contracts through diligent pursuit of prospective advertisers; secured buy-in by communicating the benefits.
- Partnered with photographer to ensure imagery aligned to brand and verified all ad copy and photos for accuracy.

AWARDS & MEMBERSHIPS

President, Student Government Association 20XX - Present

Treasurer, Student Government Association 20XX - 20XX

COMMUNITY SERVICE / VOLUNTEER

Charter Member, Charity One, New York, NY 20XX-20XX

- Worked with diverse group of school-aged children from low-income families; led reading exercises and other activities to improve reading and communication skills.