



# Sample Resume Draft

## Applicant Name

One University Parkway • Romeoville, IL 60446 • (815) 836-5427 • writingcenter@lewisu.edu

### EDUCATION

**Lewis University, Romeoville, IL**

*Bachelor of Arts in English, Major in Professional Writing, Minor in Social Media*

- Sigma Tau Delta English Honor Society
- Phi Theta Kappa Honor Society

**December 2017**

**GPA: 3.5/4.0**

**Joliet Junior College, IL**

*Associate of Arts, Major in Writing*

- Published writer, *Wordeater*, 2013, 2014

**May 2014**

**GPA: 3.7/4.0**

### RELATED COURSEWORK

- Writing Digital Media
- Principles of Marketing
- Writing Center Practicum
- Publishing Practicum: Jet Fuel Review
- Introduction to Professional Writing
- 20 Service Learning Hours

### RELATED EXPERIENCE

**The Flyer**

*Reporter*

- Write various articles for Lewis University's newspaper
- Collaborate with section editors on topics either in the media or events on campus

**Romeoville, IL**

**Aug 2015-Present**

**Jet Fuel Review** [www.jetfuelreview.com]

*Assistant Blog Editor and Assistant Poetry Editor*

- Write literary blog posts for Lewis University's JFR blog
- Read and evaluate poetry submissions
- Send solicitations, rejection letters, and acceptance letters to writers
- Determine with the JFR team which works to be published in the magazine

**Romeoville, IL**

**Aug 2015-Present**

**Writing Center**

*Tutor*

- Assist Lewis University students with any stage of the writing process
- Give presentations to classes about the WC's services
- Post on the WC's Facebook page, in charge of "Freewrite Friday"
- Update the Lewis Online Writing Lab (OWL)

**Romeoville, IL**

**Aug 2015-Present**

**Allure Skin Studio**

*Freelance Social Media Specialist*

- Design a website using Squarespace and update content as needed
- Utilize Facebook, Instagram, Twitter, Yelp, and Pinterest to promote on a regular basis

**Lemont, IL**

**Sept 2014-Present**

**Wordeater**

*Assistant Editor*

- Collaborated with a team of editors to evaluate and determine works to be published
- Helped promote community engagement through events and advertisements

**Joliet, IL**

**Aug 2014-Dec 2013**

### COMPUTER SKILLS

- Proficient with Microsoft Word, PowerPoint, Canva, Squarespace, and Yelp
- Proficient with major social media outlets including Facebook, Twitter, Instagram, and Pinterest
- Continue efforts to learn Photoshop and design principles