

Make your resume computer/scanner-friendly – font size of 10 to 14 points. Avoid italic text, script, and underlined passages, graphics and shading.

# Jane Jones

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Be sure to include email address

Example of a general objective. Target your objective further is you have defined a specific career direction and/or interest area.

**OBJECTIVE:** Seeking a co-op or internship position in TV/Video production.

**EDUCATION:** **University of Science and Arts of Oklahoma, Chickasha, OK**  
Bachelor of Arts in Communication

Indicate anticipated date of

12/2008  
GPA 3.86

List only select number of upper division or other relevant courses completed in major.

**Relevant Course Work:**

Mass Communication, Persuasion, News Reporting I & II, Public Relations, Communication Research, Ethical & Legal Issues in Communication

**EXPERIENCE:** **University of Science & Arts of Oklahoma TV/Video Production** 09/05 - Present  
**Assistant Producer**

Use active, present tense verbs to describe current duties.

- Assistant producer for Studio 18, award winning show airing locally in Oklahoma
- Write segments for the web and local television
- Edit video using Avid
- Interviewed local celebrities
- Training on Final Cut Pro

Use active past tense verbs to describe activities performed in the past.

**University of Science & Arts of Oklahoma Student Services** 09/04 - 04/06  
**Student Worker – Editing Lab**

- Interacted with students and parents in person and by phone
- Processed confidential housing information using word, excel and access
- Provided information regarding student service and the university

**PROJECTS:** **Art in Action** 2007

Describe individual or group class projects. May also include projects under “Experience” heading.

Created, edited and scripted a thirty minute documentary covering three senior art projects using digital video and avid.

**SKILLS:**

- Avid
- Microsoft Excel
- Microsoft PowerPoint
- Final Cut Pro
- Microsoft Word
- Mac & PC

**ACTIVITIES:**

- Student Government - Senator
- On-air personality for Studio 18
- Freshman Orientation Leader
- Special Olympics - Volunteer

List leadership roles as appropriate.

May group affiliations, honors and interests under “Activities” or may create individual heading for each.