

CARRIE REED
925 Magnolia Ave
Orlando, FL 32700
(414) 555-7777

OBJECTIVE: Journalism internship with an Orlando-area newspaper

EDUCATION:

2002 (Anticipated),
Bachelor of Arts in Journalism
University of Central Florida, Orlando, FL
GPA: 3.8

2000, Associates of Arts
Valencia Community College, Orlando, FL
GPA: 4.0

EXPERIENCE:

1999-Present, News Editor, *UCF Examiner*, Orlando, FL

Served as news editor for a bi-weekly publication with a circulation of 25,000; responsible for assigning, writing, revising, and editing articles and features; managed writing staff; served as liaison with university public relations.

1998-1999, Writer, *The Clandestine*, Orlando, FL

Wrote weekly features about Orlando area nightlife; interviewed sources; met deadlines; contributed to staff editorial duties.

1996-1998, Student Assistant, *Sanford City Library*, Sanford, FL

Helped library patrons locate resources; organized a weekly reading group for young children; assisted with promotion of reading events; checked out books, filed information, and answered phones.

ACTIVITIES:

1998-present, Secretary, Society of Future Journalists, UCF chapter 1999,
Contributor, *Paradox* student literary journal

SKILLS:

Fluent in French
Proficient in Microsoft Office, Quark Express, and Photoshop
Excellent presentation and communication skills

REFERENCES: Available Upon Request

Sources:

"Preparing your Resume for the Internet and Posting it Online." The Riley Guide: Resumes and Cover Letters. 10 Mar. 2001. <www.dbm.com/jobguide/eresume.html>.

"Resume and Cover Letter Writing." University of Wisconsin at Milwaukee. 10 Mar. 2001. <http://www.uwm.edu/Dept/CDC/jobsearch_preparation_resume.html>.