

Sample 1 - Editor

Angelica Editor

Bookstore, WA

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HIGHLIGHTS:

- Excellent communication skills, written and verbal, gained through work tutoring students
- Demonstrated editing skills; 15 months experience at literary magazine
- Ability to engage with diverse groups of people; presented and taught groups of up to 80
- Advance proficiency in English and Spanish in verbal, written and reading

EDUCATION:

Bachelor of Arts in English, Minor in Spanish

Seattle Pacific University – Seattle, WA, Expected June 2020

GPA – 3.52 Major GPA – 3.61

Related Coursework: American Literature, Advanced Spanish, Creative Writing

Study Abroad: Spanish Literature, South American University, Buenos Aires, Argentina, Spring 2019

- Traveled throughout Argentina with culturally diverse student group
- Applied and expanded cultural and language skills; learned a local dialect

RELATED EXPERIENCE:

Editorial Intern, Copper Canyon Press, Seattle, WA, Summer 2018 - Present

- Promoted by Assistant Editor from a summer intern to full year internship position
- Demonstrated communication skills while serving as liaison with local and regional bookstores
- Evaluated unsolicited manuscripts for Assistant Editor
- Contributed ideas at design meetings, proofread copy, and supported production staff

Undergraduate Writing Consultant, Center for Learning, Seattle Pacific University, WA, Winter 2017

- Taught 80 students' grammar and collegiate writing skills individually and in groups
- Analyzed research papers to provide feedback to students on writing skills development

Teaching Assistant, Creative Writing, Seattle Pacific University, WA, Fall 2016

- Co-taught creative writing techniques to class of 16 undergraduates
- Graded students' papers and provided feedback to improve students' writing skills

COMMUNITY SERVICE & LEADERSHIP EXPERIENCE:

English Department Outreach Program, Seattle Pacific University, WA, 2016 - Present

- Presented information to groups of 50+ students of underrepresented populations at Seattle area high schools to encourage college attendance

Students Awareness (SALSA) Student Group, Seattle Pacific University, WA, 2015 - Present

- Planned and coordinated annual Salsa dance with 20-50 attendees a year to increase awareness of Spanish and Latino culture on campus

Sample 2 - Creative Writing

SPU Student

Seattle, WA • (111) 111-1111 • student@spu.edu • [student.linkedin.com/URL](https://www.linkedin.com/in/student)

Qualifications

- Extensive experience of composing and editing creative articles, stories, and related content
- Proficient in Microsoft word, Google docs, WordPress, and Word Processing
- Demonstrated skills in the creation and moderation of social networking sites for social groups
- Excellent project and time management skills, with ability to prioritize workload and manage multiple projects in a fast-paced environment

Education

Bachelor's in Arts of English, Creative Writing Concentration

June 2022

Seattle Pacific University, Seattle, WA

GPA: 3.8 • 4 Time's Deans List • Presidential Scholarship

Relevant Experience

Technology Editor-Reporter Assistant, Royal Media, Seattle, WA **May 2022 – Present**

- Assist in copy editing to understand content in the interest of continuous product improvement
- Collaborate in new business processes including research, audit, proposals, and pitch preparation
- Execute social media editorial strategy that continuously expands brand recognition
- Participate in creative and meaningful editorial projects that inform and engage readers

Writing Assistant, Research, Reading, & Writing Studio, SPU, Seattle, WA **August 2020 – May 2022**

- Assisted students with strategies in reading difficult texts, searching and evaluating sources
- Collaborated with students in gathering ideas, organizing and developing drafts
- Provided feedback to professors and students concerning progress
- Worked with students face-to-face, on the phone, and online to provide services with flexibility

Additional Experience

Hostess, Wasabi Sushi and Izakaya, Seattle, WA **August 2018 – August 2020**

- Provided arriving guests with a prompt, gracious greeting and seat them comfortably with menus
- Took reservations by phone and in person, providing helpful, accurate responses to inquiries
- Ensured that tables are clean and set before seating guest and seating charts for station rotations are maintained
- Tidy the host stand, keeping it organized and maintained a supply inventory for orders to-go