



Resume Format / Example

Internship Objective.

To obtain an internship in public relations using my verbal and written communication skills while gaining cross-cultural skills.

Personal testimony.

If you have made a commitment to Christ, briefly share what that looked like for you. Share how your spiritual journey has developed, and where you find yourself today if you are walking out the life of a disciple of Christ. Please be transparent.

Education.

First College - Bachelor of Arts: Nonprofit Business Management

Minor: Spanish

GPA:

Honors and Awards.

National honor society member

Division III All-American - softball award

Relevant coursework.

Management Decisions

Public Presentations

Management Theory

Analytic Skills in Communication

Skills.

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Access) and Adobe InDesign
- Experienced with writing press releases, editing, and public speaking
- Fluent in Spanish

Related experience.

Assistant Editor, College News, First College - University, MO

Fall 20XX

- Provided editorial comments on copy for four campus newspaper columnists
- Assisted campus organizations with development and submission of press releases

Business Club Publicity Chair, Rotary Club- Smithtown, MO

Spring 20XX

- Created press releases, campus electronic announcements, and banners for events

Campus and community activities.

Happy Church Mission Trip

Spring 20XX

- Worked with multi-racial and multi-ethnic individuals in LA urban ministry centers

Niagara Area Literacy Council Volunteer

Summers 20XX - 20XX

- Tutored kids ages 6 - 10 for two hours each week in a minority student achievement program

Spanish Chapel

Fall 20XX – Spring 20XX

- Created and posted publicity for collegiate worship services conducted in Spanish

Values.

- I am committed to daily pursuing Christ. (Romans 12:1) Prayer, reading scripture, worship are essential in posturing my heart with a heavenly focus.
- In my ministry I will seek to pursue humility, unity, and obedience. (Philippians 2)
- I seek to be a woman pure in heart and sincere in faith, walking in a manner that glorifies Christ. (1 Tim 1:5-7)
- I am committed to being a good steward of resources and in exercising frugality.
- I set family as a fundamental importance in my life.
- Maintaining a healthy work/life balance is an important stewardship principle for me.