

First Middle Last Name

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ACCOMPLISHMENTS

First Place in the Mark of Excellence competition; Honorable Mention – Poetry Society of America Student Award, Fourth Place American Literary Award

EDUCATION

ST. BONAVENTURE UNIVERSITY, St. Bonaventure, NY December 20xx

Bachelor of Arts in English; Minors: Women's Studies, Arabic & Islamic Studies

Honors: Summa Cum Laude, Honors Program, Dean's List, Phi Eta Sigma

UNIVERSITY OF JORDAN, Amman, Jordan January 20xx-May 20xx

PROFESSIONAL EXPERIENCE

TIME Magazine, New York, NY May 20xx-August 20xx

Summer Intern

- Attended special events in NYC and Washington, D.C. meeting with top editors
- Gained practical experience in critical reading and analysis, research, and fact-checking
- Served on the content team, contributing ideas, and worked effectively in a fast-paced, collaborative environment

Democrat & Chronicle Newspaper, Rochester, NY June 20xx-July 20xx

Intern

- Wrote news pieces about politics, world events, culture, and travel
- Pitched story ideas for editorial approval
- Collected information through interviews and press conferences

The Laurel, St. Bonaventure University September 20xx-April 20xx

Editor-in-Chief

The Laurel is the nation's oldest continuously-published college literary magazine

- Created the layout and design of biannual publications
- Reviewed all literary work and photographs for accuracy
- Met regularly with editor and faculty adviser to discuss plans, issues, and related business

INVOLVEMENTS

The Intrepid (Online Newspaper), *News Editor*

Muslim Student Association, *Secretary*

SBU Equality, *Member*

Model United Nations, *Vice President*

Saint's Place Refugee Settlement Program, *Volunteer*

YWCA, *Volunteer*

TECHNICAL SKILLS

AppleWorks; Quark Xpress; Illustrator and Photoshop; HTML; Google Analytics; WordPress;
Social media platforms