**Terry E. Jones**

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202-555-0000

4400 Massachusetts Avenue, NW Washington, DC

**Education**

Bachelor of Arts, Communication, May 20XX

American University, Washington, DC

Honors: Alpha Phi Alpha Fraternity Youth Scholarship (20XX)

Excellence in Writing Award (20XX)

**Relevant Courses and Projects**

* Writing for Mass Communication: Interviewed 15 local entrepreneurs for 250-word feature article on management consulting Reporting
* Editorial Policies and Methods: Analyzed and compared journalistic styles in the Washington Post, Washington Business Journal and Washingtonian Magazine

Western High School, Pomono, NY, June 20XX

Honors:  Graduated in top 5% of class, GPA: 3.9/4.0,

**Selected to be Salutatorian Relevant Courses:**

* AP Journalism
* History
* English

**Special Skills**

* Computer: Proficient in QuarkXPress, Photoshop, Microsoft Office Suite, LexisNexis, Paradox, iMovie
* Language: Fluent in Spanish, basic knowledge of French (oral and written)

**Experience**

**Hughes Residence Hall Council, Secretary, American University, Washington, DC, January 20XX - present**

* Plan 12 social and cultural events per semester for 300 freshman and sophomore residents
* Develop marketing strategies for annual semiformal, aiming to increase attendance by ten percent and reduce costs by $800
* Edit weekly four-page newsletter, The Hughes News, distributed to 300 residents

**Good Hope Camp, Counselor, Severn, MD, May - August 20XX**

* Designed and implemented 10 weekly social, recreational, and educational activities for 50 teens, ages 13-18
* Trained five junior counselors in camp procedures
* Interacted with parents during regular weekend visits throughout summer

**The Elms, Western High School, Yearbook Editor, Pomono, NY, September 20XX - June 20XX**

* Oversaw layout and production of all six sections of 200-page yearbook distributed to class of 500 students
* Selected and supervised staff of 35
* Wrote 25 articles for five sections, including Sports, Clubs, and Senior Profiles

**Activities**

* Member, Writer’s Guild, American University, Washington, DC, January 20XX-present
* Volunteer, So Others Might Eat, Washington, DC, September 20XX-present