

Constance Kontakt

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City, State, Zip

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 Add LinkedIn link


Professional Objective:


Seeking an internship to gain on-the-job experience in public relations

Education:

Metropolitan State University of Denver

- Bachelor of Arts in Communication Theory expected December 20XX
- Journalism minor
- Charter Fund Educational Scholarship

 Begin with current degree

 Include student organizations, scholarships, honor roll, etc.

Community College of Aurora

- Associate of Arts, May 20XX

 Include previous degrees second


Selected Relevant Courses:

- Fundamentals of Public Relations
- Intermediate Reporting/Editing
- Organizational Leadership
- Business & Professional Speaking
- Communication Ethics

Related Experience:

- Developed and maintain Facebook and Twitter accounts for Trendz Boutique
- Worked as a team to develop a public relations plan for a nonprofit arts organization. Brainstormed ideas with committee and Board representatives; created timeline for implementation; developed media kit; researched event possibilities
- Served as Editor of high school newspaper, 2 years

Computer Skills:

 Only include software you are able to use comfortably

Word, Excel, Photoshop, InDesign, Facebook, Twitter, Hootsuite, some familiarity with WordPress

Work Experience:

Trendz Boutique, Arvada, CO

May 20XX - Present

Sales Representative

- Develop repeat customer business through personalized service and phone notifications to clients about special sales and offers
- Assist with marketing through social media and development of flyers

Common Grounds Coffee House, Northglenn, CO
Barista

July 20XX - May 20XX