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Print Résumé

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OBJECTIVE To obtain an internship with a public relations firm

EDUCATION Wittenberg University, Springfield, OH
Fall 2009–present

- B.A. in Psychology expected in May 2013
- Minor in East Asian Studies

EXPERIENCE Department of Psychology, Wittenberg University
2011–present
Research Assistant

- Collect and analyze data
- Interview research participants

Summer 2011 Landis and Landis Public Relations, Springfield, OH
Events Coordinator

- Organized local charity events
- Coordinated database of potential donors
- Produced two radio spots for event promotion

Summers 2009, 2010 Springfield Aquatic Club, Springfield, OH
Assistant Swim Coach

- Instructed children ages 5–18 in competitive swimming

HONORS Psi Chi National Honor Society in Psychology
2012
Community Service Scholarship, Wittenberg University
2010–2012

ACTIVITIES Varsity Swim Team; Ronald McDonald House Fund-raiser

SKILLS Microsoft Office; SPSS for Windows; Prezi; fluent in Japanese

REFERENCES Available upon request

name in boldface

objective tailored to specific job sought

work experience in reverse chronological order

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From

Bullock, Richard. Norton Field Guide to Writing with Readings and Handbook. 3rd ed. New York: W.W. Norton, 2013. Print. (ISBN-13: 978-0-393-93978-1)