John Doe

**Mobile: (111) 111-1111**

**Email address: johndoe@gmail.com**

Skills

**Soft Skills**

Communication

Leadership

Project Management

**Hard Skills**

Microsoft Excel

SEO

Adobe Photoshop

Experience

**The Daily News** 2016–2019

Worked as a Junior Writer for one year and introduced the Google Suite to the office. Sourced relevant Instructors.

Promoted to Columnist in my second year and introduced the advice column “Daily Doe.”

**Greyson Media** 2014–2016

Interned at Greyson Media for two years where I assisted the Sports Editor by creating publishing schedules, sourcing quotes from players, and coordinating Junior Writers.

Education

**Harvard University** 2010–2014

Bachelor’s Degree in Media Studies

Graduated with a 4.0 GPA and was on the Dean’s Merit list for all four years.

Additional Experience

**The Harvard Crimson** 2011–2014

Wrote for The Harvard Crimson for three years. Served as the Editor for two years (2012-2014).