

# STUDENT SMART

123 MAIN STREET  
SACRAMENTO, CA 95819

916-123-4567  
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## SKILLS

- Edit stories for factual information and grammatical correctness from on-staff and freelance writers
- Edit and paginate sections
- Create headlines, subheads and photo captions for stories and articles
- Proofread completed pages prior to going to print
- Write feature stories and articles
- Interview local and national artists for stories and profiles
- Preview and review concerts and art events of campus and local significance

## EXPERIENCE

### Editing.

- Editor in Chief. *Calaveras Station*. California State University, Sacramento. 2006-2007.
- Copy Editor. *The State Hornet*. California State University, Sacramento. 2006-2006.

### Writing.

- Contributor. *Calaveras Station*. California State University, Sacramento. 2006-2007.
- Journalist. *The State Hornet*. California State University, Sacramento. 2005-2006.

## EDUCATION

M.A. English California State University, Sacramento, expected May 200X  
B.A. English California State University, Sacramento, 200X  
A.A. English American River College, 200X

## AWARDS/HONORS

Karen Lee Warmdahl Memorial Scholarship, English Department, California State University, Sacramento, 200X  
Phi Kappa Phi, California State University, Sacramento, 200X  
Dean's Honor List, California State University, Sacramento, Fall 200X, Spring 200X  
Dean's Honor List, American River College, Sacramento, Fall 200X, Spring 200X

## LANGUAGES

**French:** Read fluently, write and speak with facility.  
**Spanish:** Elementary level reading.

## REFERENCES

Available upon request.