**EMILY E. RITER**

618 Friendship City Drive | Erlanger, KY 41018 | (859) 555-1212 | Emily.Riter@nku.edu

**PROFESSIONAL SUMMARY**

Talented graduate with experience in writing and editing for Northern Kentucky University and Tri-State Magazine. Possess a strong attention to detail and a love for stories and publication. Seeking an entry-level position in the field of publishing.

**EDUCATION**

**Northern Kentucky University Highland Heights, KY**

Bachelor of Arts in English Expected May 20XX

Minor: Journalism

GPA: 3.85/4.0

**RELEVANT COURSES**

Professional Writing in the Workplace Technical Writing Grant Writing

Web Writing for the Professions Feature Writing Publication Skills

Writing in the Workplace Genres Copy Editing Traditional Grammar

**EMPLOYMENT HISTORY**

**Tri-State Magazine Cincinnati, OH**

Intern Sept. 20XX-Present

* Write feature articles about local community and business leaders
* Compile column about monthly non-profit fund-raising events
* Write business news briefs from releases submitted by area companies
* Created a special section on places to visit located not more than 100 miles from Greater Cincinnati; wrote 10 of the 15 articles and took photographs as well

**Northern Kentucky University Writing Center Highland Heights, KY**

Writing Assistant Jan. 20XX-Aug. 20XX

* Assisted students with improving grammar, organization and writing style
* Proofread and edited student papers, providing feedback on strengths and weaknesses
* Trained students on proper writing techniques

**Dillard’s Crestview Hills, KY**

Retail Clerk Sept. 20XX-Dec. 20XX

* Assisted customers in the Juniors Department
* Rang up sales and balanced cash drawer at end of shift
* Restocked inventory and rearranged displays of sale items
* Named “Employee of the Month” two times

**skills**

Proficient with all software in the Microsoft Office Suite, Quark, Adobe Illustrator

**HONORS AND ACTIVITIES**

Multiple Dean’s List appearances

Member, Friends of the Kenton County Public Library; book sale volunteer, 20XX-Present

Feature Writer, The Northerner, the university student newspaper, 20XX and 20XX

Volunteer, Boys and Girls Clubs of Greater Cincinnati, 20XX and 20XX