

EMILY E. RITER

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

CAREER OBJECTIVE: An entry-level position that requires excellent writing and editing abilities, as well as a meticulous attention to detail.

EDUCATION

Northern Kentucky University

Bachelor of Arts

Major: English

Minor: Journalism

GPA: 3.85/4.0

Highland Heights, KY

Expected May 20XX

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

Intern

Cincinnati, OH

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

Writing Assistant

Highland Heights, KY

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

Retail Clerk

Crestview Hills, KY

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

COMPUTER SKILLS

Proficient with all software in the Microsoft Office 2007 Suite, Quark, Adobe Illustrator and PageMaker

HONORS AND ACTIVITIES

Multiple Dean's List appearances

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

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

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