

# Resume Example

The student's **New York address** suggests that they would be a **local applicant**. That said, having interned in LA, they may be open to that location as well.

The student indicates that they meet two **program requirements**: they will have a Bachelors degree when the program starts and meet the GPA requirements.

## JORDAN BAILEY

522 W. 112th St., #43 • New York, NY 10025  
jordan.bailey@columbia.edu • (301) 234-5678

### EDUCATION:

**Columbia University**, Columbia College, New York, NY  
Bachelor of Arts in History, Concentration in Middle Eastern Studies  
Columbia University Dean's List (x4), GPA 3.8

Expected May 2020

### MEDIA EXPERIENCE:

**Comedy Central**, Los Angeles, CA  
*West Coast Talent and Development Intern*

June – Aug. 2019

- Provided thorough coverage on scripts, decks, and pilots submitted to Comedy Central to determine both the quality of the projects and their adherence to the network's strict brand filters
- Served as interim assistant for the network president and numerous VPs: managed high volume of phone calls, sensitive emails, and scheduling

**The Federalist (Satirical Newspaper at Columbia University)**, New York, NY  
*Co-Editor in Chief, Managing Editor, Layout Editor, Staff Writer*

Sept. 2016 – May 2019

- Managed 30+ staff on writing, editing, graphics, and layout to publish daily online and triweekly print publication
- Maintained newspaper Facebook page and website, reaching 40,000+ viewers weekly
- Designed 6 print issues using Adobe InDesign, including an April Fool's issue that drew 100,000+ online views

**Caroline's on Broadway (Comedy Club)**, New York, NY  
*Summer Intern*

June– Aug. 2017

- Collaborated with the talent director and director of publicity, primarily in a research capacity, to identify, pitch, book, and promote new talent; assembled press kits for shows, including drafting and editing press releases
- Supported club manager on backstage tasks, including publicity, audience seating, and sound/light work

### LEADERSHIP & PROJECTS:

**Columbia University Undergraduate Admissions**, New York, NY  
*Student Ambassador*

June 2017 – Present

- Provide detailed tours and lead discussions on Columbia campus for select alumni, VIP families, and their children throughout both the summer and academic year
- Selected by Senior Advisor to the Dean of Columbia College as one of five students to conduct tours

**Columbia University History Department**, New York, NY  
*Summer Research Assistant*

June – Aug. 2018

- Conducted research for Pulitzer Prize finalist Dr. Stephanie McCurry on Civil War hero and legislator Robert Smalls, consulting online databases and archives for Congressional reports, news articles, and personal diaries

**Present, Past, Future (One-Man Play)**, West Palm Beach, FL  
*Creator and Performer*

June 2014 – May 2016

- Researched, wrote, and performed one-man play about World War II veterans: interviewed 7 D-Day veterans; combined verbatim stories into 5 characters; performed at locations across Palm Beach county
- Received letter from Tom Hanks commending performance and efforts

### SKILLS & INTERESTS:

**Computer:** Adobe InDesign, Microsoft Office Suite, Google Suite, social media

**Interests:** Stand-up comedy (open mics, new talent showcases at Caroline's, Stand Up NY), bocce, food trucks

This bullet point showcases their **preparedness to work in the Content rotation**. The student has used **keywords from the job description**. This helps the reader recognize the experience as transferable, and demonstrates knowledge of industry lingo.

The student demonstrates their **professionalism and organization** while **supporting high-level staff**.

This speaks to experience in **marketing and PR**.

One of the key elements of the program is serving as an ambassador and tour guide. Here, we see the student's **experience representing their institution**.

This is an example of how to **use action verbs in bullet points** to speak to the **responsibilities of the role**. Also, it further emphasizes research, which is mentioned multiple times in the posting.

Their **interests** continue to demonstrate their **passion for media world**, as well as give a sense that they might be game for group activities as part of the cohort.

This **first heading** allows the student to **highlight experience in the industry**, speaking to their interest in media. The first experience will be recognizable to the reader and show that the student has worked at a large media company.

In this experience, we see that the student can **wear multiple hats and juggle complex tasks** within an organization. We see their **learning mindset and commitment** as they took on new roles. They also use **quantification** to help the reader understand the **scope and impact** of their work.

This experience shows how the student has **taken initiative on a project**, and highlights how it was positively received.

This resume is a guide to provide an idea of what to include!

**DO NOT COPY IT DIRECTLY!** Peruse the samples before you create your first resume draft. Your resume is a chance to convey your unique transferable skills and experiences. Reflect on what makes you stand out. Once you've created your first draft, those that follow will be much easier.