

**Resume guide for INTERNSHIPS only: Use at least a #10 font & no more than 3 different styles in one resume**

## Judith A. Sample

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### Local Address

300 Washington Avenue  
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410-810-0000  
Portfolio available at:  
<http://www.jsample2@wash.edu>

### Permanent Address

1501 S. Greatneck  
Hagerstown, MD 21740  
301-739-8922

### Career Objective:

To obtain an internship in public relations *{refer to skills, industry, or area of interest here}*.

### Education:

BA in *Your Major*, Washington College, Chestertown, Maryland, May, 2006.  
Minor or Concentration in \_\_\_\_\_.  
GPA: 3.14 overall; 3.45 (in major)

High School Diploma, Amos B. Creech High School, Hagerstown, Maryland,  
May, 2002. *[Use transfer school here if you transferred from another university]*

**Honors:** Dean's List, two semesters, Washington College  
Beta Club, Creech High  
National Forensic Association, Regional Winner (Oral Interpretation)  
Rotary Scholarship

**Related Coursework:** Micro-computer applications; ELM Journalism Internship;  
Public Speaking; Creative Writing; Photography. *{Include your best courses here that provide skills you will take toward the internship}*

### Related Experience:

*{“Related experience” means skills/experience related to the skills, industry, or job title indicated in your career objective; remember that experience can be gained from classroom assignments, volunteer work, part-time employment, and summer job---whether you were paid or not is secondary to the skills you obtain from an experience}*

**Intern, College Relations Office, Washington College**, Spring 2005  
Create print media for event promotions; assist media staff.

**Features Editor, The Elm**, Washington College student newspaper, 2003-2004.  
Wrote and edited feature articles for paper; supervised two staff persons

**Lifeguard**, Hagerstown YWCA, Hagerstown, MD Summers 2001-2002.  
Produced posters and pamphlets distributed to swim clubs around the state;  
Implemented campaign to ensure safe diving techniques; Maintained pool safety standards.

**Salesperson**, Hallmark Cards and Gifts, Hagerstown, MD Summer 2000  
Sold cards and gifts in shop with revenues of \$50,000 per week; Developed window displays which increased consumer traffic by 20%;  
Received Employee of the Week award two times.

### Activities:

**Washington College:**  
Writer's Group, 2003-present  
Photography Club, 2002- present; Treasurer, 2004

**High School:**  
Swim Team, Creech High School, 1999-2001  
Editor, Creech High School Yearbook, 2002

### Special Skills:

Computer: MS Office (Word, Excel, Access, Power Point)  
Languages: Conversational Spanish