

Sample Plain-Text/Scannable Resume

JOSEPH FAULKNER

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KEYWORD SUMMARY

Copy editing. Creative writing. Journalism. Technical writing. Publishing. Research. English major. Microsoft Word. Microsoft Access. Microsoft Publisher. Aldus PageMaker. QuarkXPress.

OBJECTIVE

To contribute skills in writing, analysis and research to a position in publishing.

EDUCATION

Bachelor of Arts in English, May 2006
Eastern Illinois University, Charleston, IL
Major GPA 3.2/4.0 Overall GPA 3.0/4.0
Advanced Composition. Advanced Creative Writing. Writing for the Mass Media. Electronic Publishing and Design.

HONORS

Highly Distinguished Honor Student
Member of Phi Kappa Phi Interdisciplinary Honor Society

EXPERIENCE

Language Lab, Eastern Illinois University, Charleston, IL
Lab Assistant
January 2005-Present
Assist students and professors with audio visual materials and equipment
Maintain inventory, provide customer service and enter daily activities into a computer database

Daily Eastern News, Eastern Illinois University, Charleston, IL
Staff Writer
August 2004-Present
Wrote several special interest and newspaper articles for the Daily Eastern News with a circulation of approximately 8000 readers

J.C. Jansen Law Firm, Charleston, IL
Courier, Office Assistant
Summer 2005
Received and delivered official documents
Assisted paralegals in legal research; proofread letters and documents

SKILLS

Computer proficiency in Microsoft programs including Word, Access, PowerPoint, PageMaker, QuarkXPress
Excellent research and typing skills