

# Communication Resume:

## **Name**

Address

Phone Number

Email

## **EDUCATION:**

**Massachusetts Bay Community College**, Wellesley, MA

*Associates Degree, Communication*

Anticipated Date of Graduation \_\_\_\_\_

List if you have received high honors or awards based on your academic performance.

**List your GPA only if it is a 3.0 or higher.**

## **RELATED COURSEWORK:**

List your major requirements first List your concentration/elective courses second. For instance, Behind the Scenes in Radio and TV News; Advanced Video Production

## **ON-CAMPUS INVOLVEMENT:**

List any clubs, organizations or activities you have or are currently participating in at MassBay. Make sure to state the dates and short descriptions.

## **LANGUAGE SKILLS:**

List the languages that you are fluent in and describe whether it is written, oral or both. This is especially important to employers and human resources due to the "global economy" and your ability to increase markets internationally and nationally.

## **COMMUNICATION RELATED EXPERIENCE (use bullet points starting with action verbs)**

Depending upon your experience you might just have

*On-campus Media Experience (list films and productions):*

List any jobs that you have currently or have had in the past where you have used communication-related skills. Your work study and

internships should  
always be included if they apply to that category.

**TECHNICAL AND COMPUTER SKILLS: (use bullet points)**

List any audio or visual equipment that you know how to run. For instance, Media 100; Linear Editing; Camera Operator; Lighting; Set Design, digital editing. List any other technical skills related to your field of interest.

List computer programs or applications that you know.

Advanced capabilities in all Microsoft Office Programs, especially Front Page and Access or Proficient in most Microsoft Office Programs

**ADDITIONAL EXPERIENCE (use bullet points starting with action verbs)**

**SERVICE TO COMMUNITY: (use bullet points starting with action verbs)**

List your volunteer experience. Think of projects that you might have done with your youth group, school, family and friends. Be sure to list dates and describe what you have done.

**Note: Words that are great to use for Communication Majors are:**

edited, promoted, sold, produced, designed, performed outreach, marketed, sponsored, endorsed, supported, advertised, created, developed, generated, interacted, communicated (to audiences), collaborated, expressed, organized, planned, prepared, exchanged ideas, screened, trained, networked, multimedia, unique personality traits, combination of skills, serviced a broad geographical area, exceptional interpersonal skills, programmed....