

Résumé, Dennis Tyler

| DENNIS TYLER JR. | | Name in boldface and larger type size. |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| CURRENT ADDRESS P.O. Box 12345 Stanford, CA 94309 Phone: (650) 498-4731 Email: dtyler@yahoo.com | PERMANENT ADDRESS 506 Chanelle Court Baton Rouge, LA 70128 Phone: (504) 246-9847 | |
| CAREER OBJECTIVE | Position on editorial staff of a major newspaper | Position being sought. |
| EDUCATION | | |
| 9/09–6/13 | Stanford University , Stanford, CA BA, ENGLISH AND AMERICAN STUDIES, June 2013 | Educational background. |
| 9/11–12/11 | Morehouse College , Atlanta, GA STANFORD STUDY EXCHANGE PROGRAM | |
| EXPERIENCE | | |
| 6/12–9/12 | Business Scholar Intern , Finance, AOL Time Warner, New York, NY Responsible for analyzing data for strategic marketing plans. Researched the mergers and acquisitions of companies to which Time Inc. sells advertising space. | Work experience relevant to position being sought. |
| 1/11–6/12 | Editor-in-Chief , <i>Enigma</i> (a literary journal), Stanford University, CA Oversaw the entire process of <i>Enigma</i> . Edited numerous creative works: short stories, poems, essays, and interviews. Selected appropriate material for the journal. Responsible for designing cover and for publicity to the greater community. | |
| 8/11–12/11 | Community Development Intern , University Center Development Corporation (UCDC), Atlanta, GA Facilitated workshops and meetings on the importance of home buying and neighborhood preservation. Created UCDC brochure and assisted in the publication of the center's newsletter. | |
| 6/11–8/11 | News Editor , <i>Stanford Daily</i> , Stanford University, CA Responsible for editing stories and creating story ideas for the newspaper. Assisted with the layout for the newspaper and designs for the cover. | |
| SKILLS AND HONORS | | |
| | <ul style="list-style-type: none">• Computer Skills: MS Word, Excel, PageMaker, Microsoft Publisher; Internet research• Language: Proficient in Spanish• Trained in making presentations, conducting research, acting, and singing• Mellon Fellow, Gates Millennium Scholar, Public Service Scholar, National Collegiate Scholar• Black Community Service Arts Award, 2012–2013 | Talents and honors not listed above. |
| REFERENCES | Available upon request | |

Marginal annotations indicate **MLA-style formatting** and **effective writing**.

Source: Lunsford Handbooks (Boston: Bedford/St. Martin's, 2013).

This project follows the style guidelines in the *MLA Handbook for Writers of Research Papers*, 7th ed. (2009).

Scannable résumé, Dennis Tyler

Dennis Tyler Jr.

Current Address

P.O. Box 12345
Stanford, CA 94309
Phone: (650) 498-4731
Email: dtyler@yahoo.com

Each phone number or email address on a separate line.

Permanent Address

506 Chanelle Court
Baton Rouge, LA 70128
Phone: (504) 246-9847

Standard typeface (Times Roman) and type size.

Keywords: journalist; journal editor; literary publishing; finance; community development; design; leadership; newspaper writer; PageMaker; Spanish; editor-in-chief

Keywords to aid in computer searches.

Education

BA in English and American Studies, June 2013, Stanford University, Stanford, CA
Morehouse College Study Exchange, fall 2011, Atlanta, GA

White space separates sections.

Experience

Business Scholar Intern, fall 2012
Finance, AOL Time Warner, New York, NY
Data analyst for strategic marketing plans. Researcher for the mergers and acquisitions of companies to which Time Inc. sells advertising.

Editor-in-Chief, 2011–2012, Enigma (a literary journal), Stanford University, CA
Oversaw the entire process of Enigma. Editor for numerous works: short stories, poems, essays, and interviews. Content selection for the journal. Cover design and publicity to the greater community.

No underlining, italics, boxes, borders, or columns.

Community Development Intern, fall 2011

University Center Development Corporation (UCDC), Atlanta, GA
Workshops on the importance of home buying and neighborhood preservation. Publication responsibility for UCDC brochure and the center's newsletter.

Verbs converted to nouns wherever possible.

News Editor, summer 2011, Stanford Daily, Stanford University, CA

Story editor for the newspaper. Layout and cover design for the newspaper.

Skills and Honors

Computer skills: MS Word, Excel, PageMaker, Microsoft Publisher; Internet research
Language: Proficient in Spanish
Trained presenter, researcher, actor, singer
Mellon Fellow, Gates Millennium Scholar, Public Service Scholar, National Collegiate Scholar
Black Community Service Arts Award, 2012–2013

Keywords used in body of résumé wherever possible.

References

Available upon request

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