

# Résumé, Dennis Tyler

<b>DENNIS TYLER JR.</b>		Name in boldface and larger type size.
<b>CURRENT ADDRESS</b> P.O. Box 12345 Stanford, CA 94309 Phone: (650) 498-4731 Email: dtyler@yahoo.com	<b>PERMANENT ADDRESS</b> 506 Chanelle Court Baton Rouge, LA 70128 Phone: (504) 246-9847	
<b>CAREER OBJECTIVE</b>	Position on editorial staff of a major newspaper	Position being sought.
<b>EDUCATION</b>		
9/09–6/13	<b>Stanford University</b> , Stanford, CA BA, ENGLISH AND AMERICAN STUDIES, June 2013	Educational background.
9/11–12/11	<b>Morehouse College</b> , Atlanta, GA STANFORD STUDY EXCHANGE PROGRAM	
<b>EXPERIENCE</b>		
6/12–9/12	<b>Business Scholar Intern</b> , 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	<b>Editor-in-Chief</b> , <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	<b>Community Development Intern</b> , 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	<b>News Editor</b> , <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.	
<b>SKILLS AND HONORS</b>		
	<ul style="list-style-type: none"><li>• Computer Skills: MS Word, Excel, PageMaker, Microsoft Publisher; Internet research</li><li>• Language: Proficient in Spanish</li><li>• Trained in making presentations, conducting research, acting, and singing</li><li>• Mellon Fellow, Gates Millennium Scholar, Public Service Scholar, National Collegiate Scholar</li><li>• Black Community Service Arts Award, 2012–2013</li></ul>	Talents and honors not listed above.
<b>REFERENCES</b>	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).