

## Reverse Chronological with Focus on Relevant Qualifications and Experiences

Diane V. Collins

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Newark, NJ 07104  
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OBJECTIVE: Editorial Assistant

EDUCATION: M.A., Environmental Studies, May 200x  
Montclair State University, Upper Montclair, NJ  
Overall GPA: 4.0

B.A., Religion and Philosophy, May 1995  
Kean College, Union, NJ  
Overall GPA: 3.86

QUALIFYING SKILLS,

- Software: Office 2000, Pagemaker, Quark
- Hardware: Macintosh G3 and 4, PCs
- Ability to detect errors in punctuation, spelling and syntax
- Knowledge of proofreading symbols
- Research experience
- Ability to plan layout of printed material and photography
- Typing skills: 75 words per minute

RELATED EXPERIENCE:

- Administrative Assistant, Career Services, Montclair State University (7/95-5/00)
- Assisted in layout and proofreading of 50 page *Resume Writing* and *Interviewing* booklets, monthly office newsletter, and the Metropolitan New York College Placement Officers Association newsletter.
  - Communicated with authors regarding changes in articles and deadlines.
  - Worked with local printers to produce newsletters under budget.

OTHER EXPERIENCE:

- Field Executive, Morris Area Girl Scout Council, Mendham, NJ (4/92-5/95)
- Wrote annual community reports.
  - Designed recruitment fliers.
  - Trained volunteers in two-county district to work effectively with scouts, parents, school and community.

REFERENCES: Available on request.

### Related Experience:

Diane's description of her duties focused on her "editorial" experience in order to support her objective, despite the fact that she spent no more than 10% of her time with those activities.