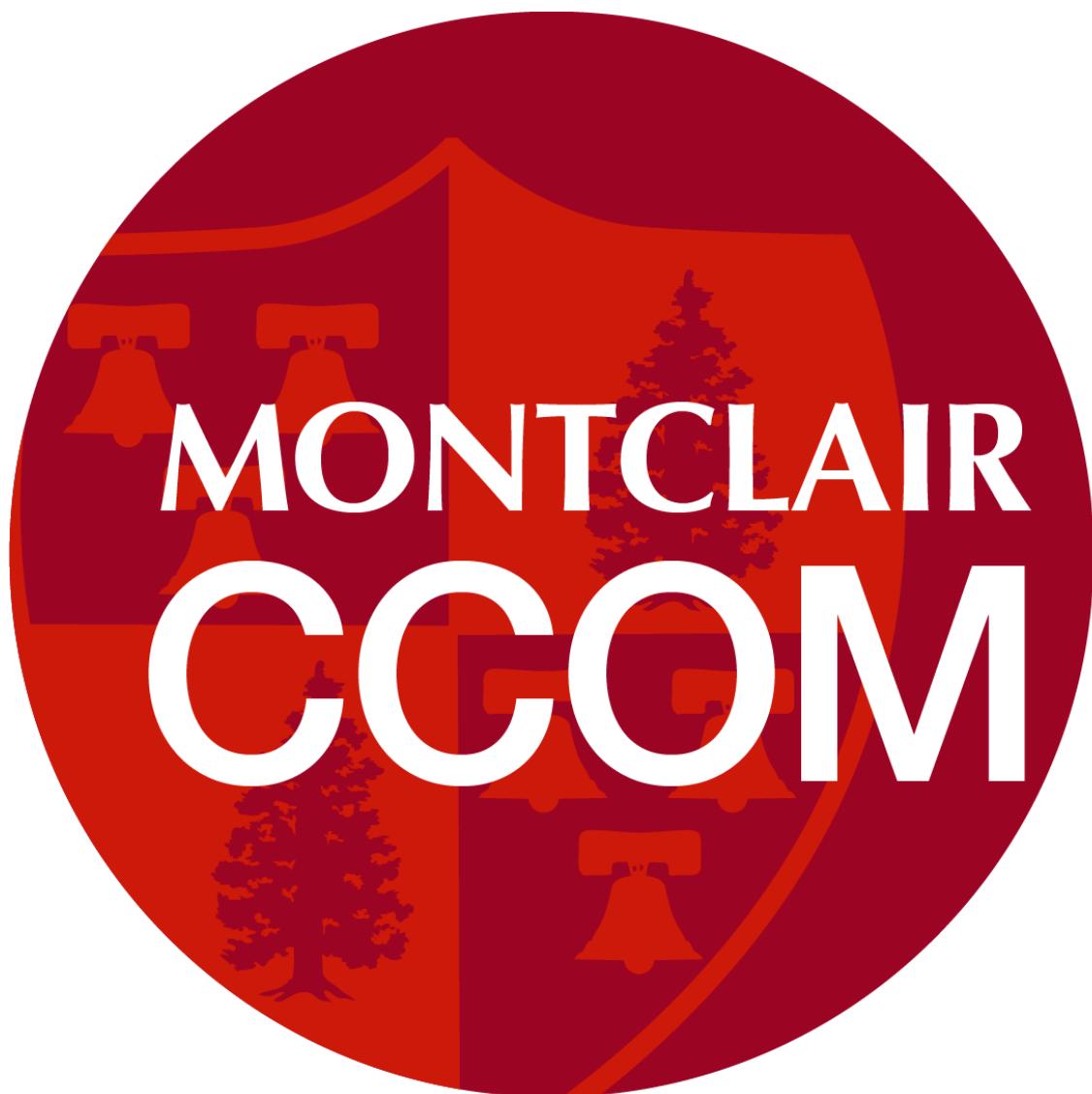


# RESUME 101



## RESUME GUIDELINES

### \*\*AVOID using imported resume templates\*\* (Canva, Google Docs, etc)

Your resume will be a document that is unique to you and your experiences! Here's some common headers and things to keep in mind, it does not have to be in this specific order:

- **Heading/Contact Information** – Include name, phone number, e-mail address, portfolio/website/LinkedIn URL, and/or any relevant social media profiles (residential and/or mailing addresses are optional)
- **Summary or Profile** – Describes you as a student and professional; indicate the value you bring to an employer through skills, experiences, and/or passions; may target a role, company and/or industry
- **Core Competencies/Professional Skills** – Relevant to the position (i.e. computer software, languages, technical skills)
- **Education** – Things to include:
  - Montclair State University, Montclair NJ
  - Degree Information (see next page for proper format)
  - Graduation Date (Month, Year)
  - GPA (this is optional, only put if over a 3.0)
  - Relevant Coursework or projects (optional)
  - Study Abroad experience (optional)
  - NO High School information
- **Work Experience/Relevant Experience/Professional Experience** – Include name of organization; city, state (if outside the U.S.: city, country); title; dates worked (Start – End or Start – Present)
  - *Note: Part-time, full-time, internships, and volunteer experiences can all be considered. However, specific categories may be created to group experiences based on relevancy and type (i.e. industry, volunteer)*
  - Include 2-5 bullet points that start with strong action verbs (see list) and avoid any first person pronouns (i.e. I, my, me)
  - **High Impact bullets:**
    - *Served over 50 customers a day at a sporting event concession stand*
    - *Trained four new employees on procedures, cash register and customer service*
    - *Received employee of the month award for five consecutive months for exceeding sales goals of \$5,000 per month*
  - **Low Impact bullets:**
    - *Served customers at a concession stand*
    - *Trained new employees*
    - *Achieved sales goals*
- **Leadership or Extracurricular Activities**
- **Performances/Film/Art Displays** – This is a great tool for showcasing relevant experience.

## FORMATTING YOUR DEGREE INFORMATION

Please make sure you are including the proper name of your degree on your resume. It should be written out fully, no abbreviations and include your major and minor if applicable. Use this guide to find the proper format for your degree information. \*\* For a complete listing of majors and specific concentrations, please visit the Programs of Study located here:  
<https://www.montclair.edu/arts/academics/programs-of-study/#undergrad>

### **COLLEGE FOR COMMUNICATION & MEDIA:**

Bachelor of Arts, Advertising  
Bachelor of Arts, Animation/VFX  
Bachelor of Arts, Communication and Media Studies  
Bachelor of Arts, Film and Television  
Bachelor of Fine Arts, Filmmaking  
Bachelor of Arts, Journalism and Digital Media  
Bachelor of Arts, Social Media and Public Relations  
Bachelor of Arts, Sports Communication

## ACTION VERBS

### Management/Leadership

Administered

Assigned

Attained

Chaired

Consolidated

Contracted

Coordinated

Delegated

Directed

Enhanced

Established

Generated

Improved

Managed

Organized

Produced

Supervised

### Communication

Addressed

Collaborated

Condensed

Contacted

Directed

Edited

Explained

Interpreted

Mediated

Negotiated

Presented

Publicized

Suggested

Wrote

### Research

Analyzed

Collected

Compared

Determined

Examined

Gathered

Investigated

Reviewed

Summarized

Tested

### Organizational

Approved

Collected

Compiled

Distributed

Generated

Maintained

Recorded

Scheduled

Updated

### Technical

Applied

Assembled

Built

Constructed

Designed

Developed

Maintained

Programmed

Upgraded

### Financial

Appraised

Balanced

Budgeted

Forecasted

Projected

Reconciled

### Creative

Acted

Composed

Conceptualized

Created

Designed

Displayed

Drew

Entertained

Fashioned

Founded

Illustrated

Invented

Modeled

Performed

Photographed

Planned

Revised

Shaped

### Teaching/Helping

Advised

Advocated

Clarified

Counseled

Encouraged

Explained

Guided

Helped

Instructed

Mentored

Motivated

Provided

Supported

Tutored

Volunteered

# Advertising Example #1

Montclair, NJ | Phone Number | Email | LinkedIn URL/Portfolio

## Education:

### **Montclair State University, Montclair, NJ**

Bachelors of Arts, Advertising | May 2025

- GPA: 3.7

## Relevant Coursework:

- Copywriting Across Media, Social Media Analytics, New Media and Participatory Culture, PR and Advertising Fundamentals, Brand Storytelling: Strat Comm, and Multimedia Production

## Relevant Experience:

### **Her Campus, Montclair, NJ**

Social Media/Event Planning Team | September 2023 - Present

- Produce various forms of digital content for platforms such as TikTok and Instagram

### **Montclair Hawk Squad, Montclair, NJ** Content Contributor | August 2023 - Present

- Produce content to advertise campus events through social media which includes flyers, photography, and video content

## Skills:

- Content Creation
- Google Slides, PowerPoint, Canva, CapCut
- Social media: Instagram, Tiktok, Snapchat, Facebook
- Brandwatch, Keyhole

## Projects:

### Multimedia Asset Project | May 2024

- Assembled a comprehensive and effective multimedia package for a fictional company
- Created blog posts, a press release, a brand style guide, brand kit + color pallet, a series of 'call to actions', multiple logos, featured images, social cards, copy for social media, and a narrated promotional video

### Influencer Analysis | March 2024

- Collected social media analytics of beauty influencers in order to determine which brands would benefit most from using them as effective resources
- Conducted a S.W.O.T analysis on each influencer

## Extracurriculars:

### Marketing Club | September 2023 - Present

- Practice and learn about various marketing strategies

## Animation VFX Example #1

Montclair, NJ 973-123-4567 Email Portfolio

## Education

**Montclair State University**, Montclair, NJ  
Bachelor of Arts, Animation VFX

May 2024

## Projects:

*Growing Pains* - Animated Short Film - Senior Thesis September 2023 to April 2024

- Communicated and worked on a five person team
  - Produced visual development assets, storyboards, 2D backgrounds in Clip Studio Paint
  - Produced 2D animations in Toon Boom Harmony and 3D backgrounds in Autodesk Maya 2024
  - Designed and implemented a spreadsheet to record the team's progress and stay on time

*Fish Feud* - Animated Short Film September 2023 to December 2023

- Collaborated with a team of four individuals
  - Executed 2D prop designs and collaborated with 3D prop artist
  - Maintained and prioritized schedule and assisted in coloring

**Tarot Aro - Live Action Short Film** January 2022 to April 2022

- Wrote, storyboarded, edited, and directed
  - Led team, assisted in cinematography, composited and edited in Adobe Premiere Pro

Wrapped - Short Screenplay September 2023 to December 2023

*Marlies Magical Adventures Into the Mundane* -Pitch Bible September 2022 to December 2022

*The Full Moon Witches* - Pitch Bible January 2022 to April 2022

## Skills

- Google Applications, Microsoft Office 360, Adobe Creative Cloud (Premiere Pro, After Effects, Photoshop, Illustrator, Audition), Unity, Unreal Engine, Autodesk Maya, Z-brush, Toon Boom Harmony, Stop-Motion Studios, Procreate, Clip Studio Paint

## Work Experience

Montclair State University, Finley Gallery, Montclair, NJ      October 2022 to March 2024

### *Student Gallery Assistant*

- Monitored the gallery and greeted visitors with a warm welcome
  - Patched and painted the walls for show installations/de-installations
  - Picked up printing and posting exhibition posters, signage, & museum labels
  - Managed the storage room, delivered tools and artwork

Montclair State University Galleries, Montclair, NJ

October 2021 to December 2022

### *Student Gallery Assistant & Educator*

- Gave Visual Think Skills (VTS) tours

### *Student Collection Assistant*

October 2021 to May 2022

- Created Excel Spreadsheets for incoming collections
  - Organized art analog and digital files within the Collector system
  - Assisted in handling and inspecting artwork in the collection

# Animation VFX Example #2

❖ EMAIL ❖ PHONE ❖ PORTFOLIO LINK ❖

## EDUCATION

**Montclair State University**, Montclair, NJ (May 2026)

Bachelor of Fine Arts, Animation and VFX

- Relevant Coursework: 3D Animation, Rigging, 2D Animation, Digital Color and Light Concepts, Figure Drawing, 3D Modeling, VFX compositing, Critical Theory, Art History, Writing

### Extracurriculars

- Montclair State University Art Society (Fall 2022-Present)
- Montclair State University Animation Club (Fall 2023-Present)

## PROJECTS

**Sci Fi Building** (May 2024)

- 3D Modeling Structure Project created in Maya
- Created detailed assets and compiled them in order to form a 3D render of a building
- Used specific conventions such as geometric shape in order to make every aspect of the building feel consistent

**The Captain** (March 2024 - April 2024)

- 3D Model created in Zbrush
- Designing a model sheet while following reference as closely as possible
- Sculpted and painted 3D model with character design philosophies in mind to give the character a design that reflected personality traits it may have

**The SF** (October 2023 - December 2023)

- 2D animated projected animated in Procreate and edited together using iMovie based off of digital storyboards
- Used color theory to convey lighting and emotion. Accurately followed storyboards to improve framing and composition

## EXHIBITIONS

**Hillsborough High School Art Show** (June 2022)

- Oil Pastel drawing that was displayed in a group show in Hillsborough, NJ

**Somerset County Teen Arts Festival** (May 2022)

- Self-portrait drawn in pencil that was displayed in a group show in Hillsborough, NJ

## SKILLS

- **3D Modeling and Animation**-Autodesk Maya, Blender, ZBrush, Toy design, character modeling and design, environment modeling, compositing, lighting and rendering
- **Editing and Compositing**-Nuke, Adobe After Effects
- **2D Animation**-Adobe Animate, Procreate Dreams, Storyboarding, inbetweening, keyframing, lighting and coloring
- **Drawing and Graphic Design**-Hand Drawing, Procreate, Adobe Illustrate, character design, environment design, lighting and coloring, painting
- **Microsoft Office**-Word, Excel, PowerPoint

# Communication & Media Example #1

E: email P: 000-000-0000

## EDUCATION

Montclair State University, Montclair, NJ May 2025  
**Bachelor of Arts, Communication and Media Studies** GPA 3.9, Dean's List, EOF

Middlesex College, Edison, NJ May 2023  
**Associate of Arts, Communications** GPA 3.3, Dean's List, 2023 Certificate of Leadership

## WORK EXPERIENCE

Skyline Physical Therapy, LLC, Wyckoff, NJ January 2024 – Present

### **Videographer & Marketing Specialist**

- Plan, shoot, and edit social media reels utilizing CapCut, then upload on various social media platforms
- Create visually appealing advertisements using Canva, incorporating compelling graphics and messaging to enhance brand awareness
- Write and design monthly newsletters to update subscribers on company news that aligns with brand voice

Montclair State University, CART Career Services, Montclair, NJ

**Social Media Manager** January 2024 – Present

- Manage and curate content for social media platforms to build and maintain consistent brand presence
- Attend events and workshops to capture photos and video footage for promotional purposes
- Interview and write monthly engaging alumni spotlight articles, highlighting key achievements and career milestones that showcase the impact of their education

**Work Study** October 2023 – December 2023

- Completed special projects and worked alongside the Social Media Intern to collaborate for CART content
- Aided in the setup of CART Career Services events
- Greeted visitors to the CART Career Services Office and managed inbound calls

Victra- Verizon Wireless, Edison, NJ December 2021 – May 2023

### **Sales Representative**

- Actively worked towards closing deals and securing sales agreements with customers to meet or exceed sales quotas and targets set by the company
- Scheduled and coordinated shifts for a team of six employees, also manage time-off requests accordingly
- Initiated outbound calls to prospective clients, managed leads via phone calls, emails, and text

PATV, Perth Amboy, NJ September 2019 – August 2020

### **Work Study**

- Attended and filmed numerous events locally as well as out of state weekly
- Participated in the production process, including setting up equipment, lighting, and sound, showcasing attention to detail and technical skills
- Designed and facilitated weekly meetings with 20-30 underclassmen

## SKILLS

Spanish (Intermediate); ASL (Beginner); Microsoft Office; Google Suite; Canva; Final Cut Pro; CapCut; Photoshop; Adobe Audition; Adobe Premiere; Zenoti; Asana; Carelogic; Social Media Management; Videography; Planning; Detail Oriented; Time Management.

## VOLUNTEER WORK

**Public Partnerships PPL**, Perth Amboy, NJ, **Authorized Representative** March 2023 – Present  
**2023 International Emmy Awards**, Manhattan, NY, **Talent Handling** November 2023  
**Montclair State College of the Arts**, Montclair, NJ, **Tour Guide** November 2023  
**AAPI Montclair Annual Luminary Gala**, Montclair, NJ, **Event Set Up** October 2023  
**Blue Cole Radio Table Events**, Edison, NJ, **Coordinator** January 2023 – April 2023

# Communication & Media Example #2

Montclair, NJ Phone: 000.000.0000 [email@gmail.com](mailto:email@gmail.com); [LinkedIn](#)

## EDUCATION:

**Bachelor of Arts**, Montclair State University, Montclair, New Jersey (December 2026)

- Major: Communication and Media Studies

## RELEVANT EXPERIENCE:

**Account Manager**, Hawk Communications, Montclair, New Jersey (September 2024 - Present)

- Manage client account ZR Fit and Wellness social media channels
- Create engaging content to further the client's goal of growing their business and establishing their brand's online presence
- Work with ZR Fit and Wellness to manage their social media accounts and content strategy.
- **Accomplishment:** Over the past year, witnessed significant growth in their social channels, with a 30% increase in followers and engagement through engaging posts and fitness tips

**Chief Creative Director**, AnythingButCommons, Ledywood, New Jersey (May 2022 - September 2024)

- Led social media strategy and execution, managed platforms like TikTok, YouTube, Facebook, and Instagram
- Supervised video recording, editing, and multimedia creation across social media channels
- Generated original content and oversaw advertising efforts for *The Union County Card Show* and *The Sussex County Card Show*
- Orchestrated online marketing for AnythingButCommons, a multifaceted platform offering comprehensive services in trading cards, collectibles, memorabilia, buying, selling, trading, grading, consulting, brokering, and consignment

## INTERNSHIP EXPERIENCE:

**Video Intern**, Hip New Jersey, Fairfield, New Jersey (September - December 2022)

- Assisted and edited content for the Hip New Jersey website
- Collaborated with the content creation team to conceptualize and execute visually appealing video projects, contributing to increased video engagement on the Hip New Jersey Website

## SKILLS:

- Bilingual (English & Spanish), Press Release Writing, Speechwriting, Content Creation, Brand Messaging, Editing and Proofreading, Social Media Messaging, Biography and Profile Writing, Media Pitching, Crisis Communication, Adobe Premiere Pro/Photoshop, Canva, Photography, Campaign planning and execution, Social Media Management, Video Editing, Graphic Design, Public Speaking

## OTHER EXPERIENCE:

**Deli Clerk**, Shoprite, Rockaway, New Jersey (September 2022 - Present)

- Prepare deli meats for shoppers in a high-volume, fast-paced environment
- Ensure compliance with all safety and health regulations, including proper washing and sanitation of slicers
- Successfully supervise new employees, providing hands-on training for five team members and actively contributing to the training of new staff

# FILM Example #1

Phone Number: (000)-000-0000 Email: [email@montclair.edu](mailto:email@montclair.edu) Portfolio Link

## EDUCATION

**Montclair State University**, Montclair, NJ  
Bachelor of Arts, Film and Television

May 2025

## RELEVANT EXPERIENCE

**Red Hawk Sports Network**, Montclair, NJ

January 2024 - Present

*Camera Operator*

- Operate multiple cameras for various Red Hawk Sports Network's game broadcasts, ensuring optimal filming coverage
- Prioritize efficiency by coordinating shots between all camera ops to avoid duplicate shots and other overlapping behavior, ensuring a successful broadcast that captures key moments

**Newark One-Stop Program**, Newark, NJ

September 2023 - November 2023

*SYEP Production Intern*

- Film production intern for the Student Youth Employment Program
- Assisted with camera operation and lighting operation on multiple music video sets
- Supported on-set operations by performing grip/P.A work such as camera, lighting and sound equipment loading, unloading and set up
- Addressed diverse needs in the film/photography studio to optimize workflow

**Rutgers Future Scholars Pre-College Program**, Newark, NJ

June 2022 - May 2023

*Instructor: Creative Writing for TV & Film Class*

- Developed and implemented a comprehensive film curriculum covering scene analysis, script examination, and poster interpretation
- Led engaging discussions on film techniques, scriptwriting, and pitch deck development to promote critical thinking
- Mentored students in crafting original pitch decks, scripts, moodboards, and posters, fostering creativity

## SHORT FILMS & SCRIPTS

<i>Rhythm of Time</i>	Director of Photography	(2024, In Progress)
<i>Street Skater</i>	Director	(2024)
<i>Love Letter</i>	Director	(2023)
<i>Flowers</i>	Director of Photography	(2022)
<i>Papaya</i>	Co-Writer	(2021)

- Official Selection for the 2021 Newark International Film Festival



## SKILLS

- **Camera Operation** - Sony FX3 & FX6, Sony A7SII & A7SIII, Sony Z-150, RED Komodo 6K
- **Lighting Operation** - ARRI Lighting, Hive Lighting, Kino Flo Lighting
- **Camera Equipment** - EasyRig, DJI RS3 Pro
- **Editing Software** - Adobe Premiere Pro, DaVinci Resolve
- **Scriptwriting Software** - Final Draft Pro
- **Onset Production Assistant/Grip** - Setting up camera, light, and sound equipment
  - Understanding set protocol, industry terminology and proper set etiquette

# FILM Example #2

NYC Metropolitan Area • E: email@gmail.com • P: (000) 000-000 • LinkedIn • Portfolio

Experienced film and television professional with a solid background in directing and producing for live TV programs. Consistently directing multi-camera productions, working in television control rooms, screenwriting, and freelance editing. Seeking opportunities in directing and content development for live studio productions.

## EDUCATION

Montclair State University, Montclair, NJ

August 2023

### ***Bachelor of Arts, Film and Television***

GPA: 3.6, Dean's List (multiple semesters)

- SPA Award for Excellence in Social Media
- Relevant Coursework:
  - Advanced TV Production, Non-Scripted TV Production and Editing, Digital Filmmaking, Writing for the Media, Audio Production
- Extracurricular:
  - Week in Los Angeles Experience
    - Networked with professionals in the film and TV industry, and created a short documentary while in Los Angeles

## RELEVANT EXPERIENCE

*Ghetto Film School Program Teaching Assistant, Montclair State University*

June 2023-Present

- Assist prospective film students with basic camera operations
- Configure fundamental lighting setups for film projects
- Introduce students to Adobe Premiere Pro editing software

*Freelance Production Assistant, Montclair State University*

Sep 2022-Dec 2022

- Production crew member for multiple on-campus productions
- Positions included: control room operations, setup of cameras and lighting
- Assisted Audio Production students with the use of Avid Pro Tools software

*Production Crew for Torch-TV (Fios Channel 26), Bergen Community College*

Sep 2019-Dec 2019

- Directed a live talk show program: That 15 Minute Show with Mija and Kevin
- Produced the script and graphics for multiple live talk show programs
- Live switcher for a majority of the television programs that were aired
- Scouted and obtained talent for live talk show programs

## FILM PROJECTS

*Elephant in the Room*

Writer

May 2023-June 2024

*Writer Memories*

Director, Producer, Editor

April 2022-May 2022

*Unlucky Bones*

Director, Producer, Editor

Feb 2022-Mar 2022

*Pushing Up Daisies*

Director, Photographer, Editor

Jan 2022-Feb 2022

## SKILLS

- Adobe Premiere Pro, Final Cut Pro, Various Social Media Platforms, Microsoft Office Applications, Canva, Studio Camera Operation, PCR Switchboard, Teleprompter, CG Operation

# Film Example #3

Email - Phone Number - Portfolio

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## EDUCATION

### Montclair State University, Montclair, NJ

*Bachelor of Fine Arts in Filmmaking* | GPA: 3.9

May 2025

- Relevant Coursework: Filmmaking I, II, III, BFA Thesis, Production Management, Cinematography, Narrative Editing, Screenwriting, Audio Production, Producing the Documentary
- 

## EXPERIENCE

### Cinema Devices, Los Angeles, CA

*Production Intern*

January 2024 - May 2024

- Supported CEO and Director of Sales & Operations with marketing, sales, and production activities
- Provided camera and lighting support on 3 music artist interview shoots at the Recording Academy
- Executed Production Assistant responsibilities and provided behind-the-scenes videography on an independent short film
- Edited Instagram reels to promote award-winning signature ZeeGee product
- Assembled over 20 industry-grade Ergorig devices for professional camera operators
- Represented company at NAB Show in Las Vegas and Society of Camera Operators Awards at the Director's Guild of America

### Macy's, Inc. New York, NY

*Video Production Intern*

June 2023 - July 2023

- Shadowed pre-production, production, and post-production teams for a variety of shoots and campaigns
  - Collaborated with Director of Video Production on all tasks through each production phase
  - Pitched, directed, and shot an original social ad concept for makeup campaign (Pink Spring Beauty)
  - Served as on-set DIT for social media team at 2023 Macy's 4th of July Fireworks Show and Production Assistant for camera department at fall fashion campaign shoot
  - Facilitated proper camera and lighting setups for Macy's Live weekly
  - Led the videography and lighting for still-life and on-figure shoots for intern group project
- 

## SHORT FILM PROJECTS

*Harley* (Drama)

Writer, Director, Producer, Editor

Feb 2025 - April 2025

*CRUSH* (Drama, 100k+ views)

Writer, Director, Producer, Editor

November 2023

*Teens* (Coming-of-age)

Writer, Director, Producer, Editor

November 2022

*breathe out the smoke* (150k+ views)

Writer, Director, Producer, Editor

October 2021

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## SKILLS

*Production:* Directing, Scheduling, Management, Casting, Location Scouting

*Camera:* Sony FX6, Blackmagic Pocket Cinema Cameras, Panasonic Lumix GH6, Canon EOS C300

*Editing:* Adobe Premiere Pro, DaVinci Resolve, CapCut, Pro Tools

# Journalism & Digital Media Example #1

555-123-4567 | Email | LinkedIn

## EDUCATION

Montclair State University, Montclair, NJ, May 2024  
**Bachelor of Arts, Journalism & Digital Media**

## WORK EXPERIENCE

**Editorial Intern, Playbill Inc.**, Feb. 2024 - Present

- Editorial writer for the Spring 2024 season of Broadway and Off-Broadway productions

**Associate Producer, Charles J. Muth Museum Welcome Video**, May 2023 - Present

- Collect research materials and archival footage regarding Negro League Baseball in Paterson, NJ
- Collaborate with Production Manager to monitor budget and Workday onboarding for production crew
- Conduct casting calls for actors and book interviews with scholars, journalists, and baseball players

**Anchor and Producer, Montclair News Lab**, Aug. 2023 - Present

- Anchor the student-produced news show *Montclair News Lab* on streaming service Hawk+ on a weekly deadline
- Host and produce news packages for student-produced news show, *#FOCUS: Food*

**Reporting Intern, TapInto Westfield**, Aug. 2023 – Dec. 2023

- Covered news and feature stories in the Westfield, NJ area for the Fall 2023 semester

**Live Radio Talk Show Host and Promotions Director, 90.3 WMSC-FM Upper Montclair**, Jan. 2022 – Aug. 2023

- Founded and hosted first Black news and talk show, *Identity Crisis*
- Hosted flagship morning show, *The Morning Buzz*, reporting on current events involving the Montclair, NJ area
- Curated concert giveaways in partnership with Live Nation, Bowery Presents, and Mercury East Presents for target audience

**Staff Writer and Photographer, The Montclarion**, Jan. 2022 - Aug. 2023

- Pitched, wrote, and published articles covering theater productions on campus for independent school newspaper
- Photographed campus events for publication

## OTHER EXPERIENCE

**Resident Assistant, Montclair State University**, May 2021 - Present

- Foster the development of academic success and an inclusive living environment for 50+ on-campus residents

**Director of Student Affairs, Student Government Association Inc. at Montclair State University**, Jan. 2022 – Dec. 2023

- Founded the upLIFT program, a fitness program designed to facilitate an inclusive environment for weightlifting
- Student representative for the 2023 Dining Services Vendor Selection Evaluation Committee, a team designed to review the request for proposal (RFP) process and select a new dining vendor for Montclair State University's campus

**President of the Honors Student Advisory Board, Montclair State University**, Jan. 2022 – Dec. 2023

- Founded the Honors Student Advisory Board within the Montclair State University Honors Program

## AWARDS

**Excellence in Host, Talent, Writer, or Columnist at the Scholar Production Awards - Apr. 2024**

**1st Place for Best Feature News Reporting at the National Student Production Awards, College Broadcasters Inc. - Oct. 2023**

**NBCU Academy Diversity, Equity, and Inclusion Scholarship Award - Sept. 2023**

**Department of Residence Life Stover Award - Apr. 2023**

**Outstanding Student Employee Award for the Department of Resident Life - Apr. 2023**

**John and Irma Sheffman Honors Scholarship - Apr. 2021 & 2023**

## SKILLS

Adobe Lightroom, Premiere, Audition, Express; Canva; Workday Management Cloud; Radio Board Operator; Concert Photography

## CERTIFICATIONS

Adult Mental Health First Aid from the National Council for Mental Wellbeing, 2023-2026

Google Analytics for Beginners, 2023-2026

# Journalism and Digital Media Example #2

Phone Number

LinkedIn

Portfolio

Email

## EDUCATION

**Montclair State University, Montclair, NJ**

May 2025

*Bachelor of Arts in Journalism and Digital Media*

**Bergen Community College, Paramus, NJ**

May 2023

*Associates of Science, Professional Studies Broadcasting*

## SKILLS

Bilingual (Fluent in English & Spanish - reading, writing and speaking), Adobe Premiere Pro, Adobe Audition, Sony Z150 Camcorder, Canon DSLR's

## AWARDS

**2024 COLLEGE TELEVISION AWARD WINNER: BEST IN NEWS AND SEYMOUR BRICKER HUMANITARIAN AWARD: ARIZONA STORIES: BORDER, WATER, AND POLITICS**

## RELEVANT EXPERIENCE

**Harvard Studios Photography, Montclair, NJ**

Oct 2024- Present

*Photographer Assistant*

- Assist photographer in setting up speed-light photography equipment
- Ensure that subjects are well-lit, adjust lighting angles, backgrounds, and minor styling details such as hair and clothing to enhance photos

**Montclair News Lab en Español, Montclair, NJ**

December 2024- Present

*Senior Producer*

- Produce news content in Spanish, led by Odalys Molina from Telemundo 47
- Led a team of producers, editors, and oversaw all aspects of production
- Manage production schedules, interview bookings, meet deadlines and logistics to ensure smooth execution of filming and editing

**WMSC 90.3 FM - Campus Radio Station, Montclair, NJ**

*Host - The Morning Buzz & Buzz After Hours*

December 2025- Present

- Present stories to listeners and engage with the team on news topics from local to nationwide

*Social Media Director - CoinToss*

August 2023- January 2025

- Created interactive Instagram stories, posts, and live broadcasts to engage students and expanded reach with strong following on socials

*Newscaster - The Morning Buzz*

September 2024- December 2024

- Broadcasted the latest news, weather, and traffic updates on 90.3 FM radio

## OTHER EXPERIENCE

**MetLife Stadium, East Rutherford, NJ**

July 2023- Present

*Guest Service Representative*

- Ensure a positive environment for guests, facilitate needs for accessibility, and manage crowd control

## **Social Media & PR Example #1**

NYC Metropolitan Area 000-000-0000 (cell) [Email](#)

[LinkedIn](#) [Her Campus](#) [Montclair](#) [New Jersey Digest](#)

### **PROFESSIONAL SUMMARY**

Social Media and Public Relations graduate proficient in researching, writing, and editing social content. Pitches ideas, monitors social platforms and creates graphics for diverse media channels.

### **SKILLS**

- Customer Satisfaction • SEO Expertise • Proficiency in Social Media Platforms • Copywriting and Editing
- Research Markets • Digital Media Writing • Web Page Creation • Microsoft Office • Digital Content Development • Bilingual in English and Spanish

### **INTERNSHIPS**

***New York Red Bulls, Harrison, NJ***

**Jan. 2024 – May 2024**

Digital and Social Content Intern

- Collected, organized, and evaluated influencer research market data.
- Monitored TikTok and Instagram social platforms by creating social audits.
- Worked with Sales, Digital, and Marketing teams to implement Student Pass marketing approaches.
- Edited high-quality content of fan reactions and action shots on home games for Instagram and TikTok.

***New Jersey Digest, NJ***

**Sept. 2023 – Dec. 2023**

Editorial Assistant/Content Creator Intern

- Drafted interesting pieces with up to 1700-word count.
- Published 2 articles on WordPress along with 3 social media components for Instagram and TikTok.
- Utilized SEO techniques for the article "Inset Article Title Here" in order to be top-ranked.

***Mooneye, New York, NY***

**April 2023 – July 2023**

Social Media Creative Marketing Intern

- Designed and presented social media campaign ideas for #inserthashaghere.
- Created social posts and diverse Latina content using Canva for the @insertIGhere Instagram account.

### **LEADERSHIP**

***Aerie Brand Ambassador***

**June 2022 – Aug. 2023**

Social Media Content Creator

- Created 25 social in-feed posts and bi-weekly Instagram stories.
- Maintained accurate records of social media metrics and submitted them to YMC Hub.
- Produced original content for promotional advertisements and marketing materials using my social platform.

***Her Campus, Montclair, NJ***

**Feb. 2022 – May 2023**

Contributing Writer and Marketing Director

- Submitted about 5 pitches at the beginning of each month.
- Promoted newly released articles on @HCMontclair's Instagram account.
- Worked closely with the Editorial Board to create on-campus events and host bi-weekly meetings.

### **EDUCATION:**

***Montclair State University, Montclair, NJ***

**May 2025**

Bachelor of Arts, Social Media and Public Relations

# Social Media & PR Example #2

Montclair, NJ | email@montclair.edu | 000-000-0000 | LinkedIn

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## EDUCATION

**Montclair State University** | Montclair, NJ  
Bachelor of Arts, Social Media and Public Relations

**May 2025**

## SOCIAL MEDIA EXPERIENCE

**Social Media Presence: Content Creator, Reseller**

**01/2023-Present**

- Curate content on fitted hats, streetwear fashion, and pins/sports memorabilia.
- Implement a strict posting schedule for Instagram and TikTok to engage 7.5k followers.
- Garner over 15k monthly impressions on Instagram (insert IG handle here)
- Build relationships with micro social media influencers. Research content and consumer trends. Identify consumer habits/interests, develop content strategies to reach the target market.

## PROJECTS

**LPGA: Founders Cup at the Upper Montclair Country Club**

**01/2023-05/2023**

- Conducted research and analysis of local schools in the Montclair/Clifton area, developing an outreach strategy to promote golf among young female students.
- Designed visually appealing flyers in collaboration with the LPGA representative for promoting the annual Founders Cup, showcasing the practical application of coursework in event promotion.

## SKILLS & CERTIFICATIONS

- Bilingual: Fluent in English and Spanish
- Google Analytics Certificate for Beginners 11/2023
- Press Release Writing: Crafting impactful and concise press releases
- Social Media Management: Leveraging social media for effective PR campaigns
- Trend Research and Analysis: Analyzing market trends and consumer behavior
- Proficient in Microsoft Office Suite: Excel, Word, and PowerPoint

## WORK EXPERIENCE

**Sales Team Member Lids/Yankees Clubhouse | New York City, NY**

**06/2023-Present**

- Enhance brand image through exceptional customer service and personalized recommendations as a Lids associate, fostering positive relationships and leveraging public relations efforts.

**Front Desk Associate Crunch Fitness | North Bergen, NJ**

**07/2022-09/2023**

- Conducted guest tours, aided with membership, personal training, enrollment, and sales, while delivering exceptional customer service and promoting retail items, maintaining a courteous and professional demeanor.

## LEADERSHIP & PROFESSIONAL DEVELOPMENT

**Sigma Pi Fraternity: Iota-Iota Chapter**

**11/2023-5/2024**

*Philanthropy Chair*

- Led philanthropic events, fundraisers, and community engagement initiatives.
- Promoted awareness of philanthropic activities and maintained participation records.
- Spearheaded initiatives for men's mental health and organ donation support.

**Montclair State University Campus Recreation Student Leader**

**09/2022-05/2024**

- Greeted and checked in all guests upon entry, assisted with nightly cleaning duties of gym equipment, enforced policies with patrons.
- Educated students on related fitness classes and scheduled personal training sessions.

## SPORTS COMM Example #1

Address

Email | 000-000-0000 | LinkedIn

### **PROFILE SUMMARY**

Experienced sports broadcaster, writer and editor interested in contributing to the growth of a sports organization through creative storytelling.

### **EDUCATION**

Montclair State University, Montclair, NJ  
Bachelor of Arts, Sports Communication

May 2023

### **INTERNSHIP EXPERIENCE**

**Red Hawk Sports Network, Montclair, NJ**  
Broadcaster/On-Air Talent

September 2021 - Present

- Contributed play-by-play and color commentary for MSU Athletics (over 30+ games called)
- In studio host for *Inside the Nest*
- Pitch feature ideas, produce and edit segments for *Inside the Nest*

**New Jersey Jackals (Frontier League), Paterson, NJ**

July 2020 - September 2021

Press Box Intern

- Operated the scoreboard and tallied pitches on Pitchcast
- Played music and video board content for players and fan entertainment
- Managed Pointstreak scoring for 20+ games
- Wrote game recaps and provided play-by-play and color commentary during broadcasts

### **RELEVANT EXPERIENCE**

**The Montclarion, Montclair, NJ**

September 2022 - Present

Staff Writer

- Produce feature stories for print and online publication featuring coaches and players from various Montclair sports teams

**ESPN, New York, NY**

December 2021 - December 2022

Stand In for 2021 & 2022 Heisman Trophy Ceremony,

- Conducted set walkthroughs for finalists, ensuring seamless on-set operations
- Participated in mock interviews with the talent and filled in for the live ceremony

### **VOLUNTEER EXPERIENCE**

**Morning Buzz, 90.3 WMSC, Upper Montclair, NJ**

August 2022 - May 2023

Sportscaster

- Delivered sportscasts with stats and scores and shared opinions on world events and local news

**Dekes & Dangles, 90.3 WMSC Upper Montclair, NJ**

May 2020 - May 2022

Co-Host

- Hockey based radio show providing in-depth analysis and commentary on NHL events and developments

**Montclair State University Men's Lacrosse, Montclair, NJ**

May 2020-May 2022

Team Manager

### **SKILLS**

- Adobe Premiere Pro, Canva, Operated in-studio and control room equipment, Transcribing footage, Voiceover work, Microsoft Office (Word, Excel, PowerPoint)

# Sports Comm Example #2

Montclair, NJ P: 000-000-0000 email@gmail.com LinkedIn

## Education

Montclair State University, Montclair, NJ  
**Bachelor of Arts, Sports Communications**

May 2025

## Relevant Coursework:

- Sports Production for Radio/TV/Internet
- Sports Storytelling
- Sports Public Relations
- Multimedia Toolkit
- Social Media Analytics
- Radio Production

## Relevant Experience

“Insert Podcast Title Here”, Ho-Ho-Kus, NJ August 2023-Present

### **Podcast Host**

- Provide weekly coverage of the NFL, highlighting diverse topics with a focus on current trends
- Run the social media (Instagram) account to promote the episodes
- Produce/edit podcast on GarageBand and upload to Anchor

Montclair State University Women’s Basketball Team, Montclair, NJ September 2022-December 2022

### **Content Producer**

- Filmed player/coach interviews, practice footage, and green screen shoots
- Edited projects on Adobe Premiere Pro, Canva, and Adobe Photoshop
- Wrote and pre-planned production ideas for game-day graphics, pre-season hype videos, and recruiting videos

Golden Hour, Boca Raton, FL September 2020-March 2022

### **Radio Show Host**

- Cover the NFL weekly with various current topics and segments
- Produced and engineered the show using radio sound board
- Incorporated audience callers into the show

## Skills

*Computer:* Microsoft Office (Excel, Word, PowerPoint), Adobe Premiere Pro

*Production:* Sony Z150/Canon 90D Camera, GarageBand, Audacity, Radio Board

*Social Media/Design:* Instagram, Tik Tok, YouTube, Snapchat, Canva Pro, Adobe Photoshop

## Other Work Experience

Doordash, Ho-Ho-Kus, NJ May 2021-Present

### **Delivery Driver**

- Transport food from business to customer
- Handle food properly and make sure customer gets exactly what they order safely

Your Name  
Street Address  
City, State Zip

Date

Individuals Name/Company Name  
Position/ Title  
Street Address  
City, State Zip

Dear Hiring Manager/ Individuals Name,

Cover letters are written out as a traditional letter and addressed to a person, if you know their name or the Hiring Manager, if you do not know their name. A cover letter will consist of three components and will always be different for every position you apply for. In the first paragraph **focus on introducing yourself and state the position you are applying to and your interest**, where you found the position etc. Keep this to a short paragraph, a few sentences. Be sure to capitalize all position titles and company names.

In the second paragraph **focus on a skill listed in the requirements of the job** listing you are applying for and **write a brief example of how you possess that skill**. Relate it to a previous job or project etc. For example; if they require Adobe skills, you can relate to a time you used the program to complete a project or job. **Alternatively, you can also choose to write about a recent project or a big accomplishment**—something that will give the reader deeper insight into who you are. By writing about an accomplishment or project, you will also inevitably mention relevant skills.

The last paragraph is the “call to action” ; this is where you will further **reinforce your interest in the position** and **thank the reader** for reviewing your resume and application. You can “call to action” by letting the Hiring Manager/ Individual know you are **available for interviewing** and looking forward to hearing from them.

Sincerely,

Your Name  
Phone Number  
Email