**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

Public Affairs/Public Relations position. Open to relocation.

**Summary**

* Public relations internship with State Farm Insurance
* Magna Cum Laude graduate with BA in Public Relations
* Fluent in spoken/written English, French and German

**Education**

**Bachelor of Business Administration in Finance, May 2023**

**Illinois State University, Normal, Illinois**

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

**Courses included:**

Corporate Public Relations Interaction with the Media

Crisis Management Writing for Broadcasting

Public Relations Writing Reporting for Public Affairs

Public Speaking I & II Publication Design

**Experience**

**Public Affairs Intern, June 2022-August 2022**

**State Farm Insurance, Bloomington, Illinois**

* Responsible for the updating of the public affairs contact database
* Recommended and carried out the conversion of the database from a mainframe FOCUS database to a PC-based Access database
* Special projects included researching political issues and their effect on the insurance industry and updating internal “Talking to the Press” manual
* Received Employee of the Month award twice—first intern ever to win the award

**Assistant Editor/Reporter, August 2020-Present**

**Student News, Illinois State University, Normal, Illinois**

* Responsible for reporting of all campus social activities
* Developed weekly stories without missing a single deadline

**Activities**

* Studies Abroad, American University of Paris, Paris, France, 2020-2021
* Treasurer, Phi Beta Kappa honors society, 2021-2022
* Dorm Resident Assistant, 2021-2023

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