

Sample resume. The student, school and employers are fictional.

Avery Lindqvist

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Education

Bachelor of Arts in Communication, Minor in Spanish, Lakemont State University, Columbus, OH

Expected May 2028

GPA: 3.41 / 4.00

Relevant coursework: Public Relations Writing, Media Research Methods, Visual Communication

Skills

Writing and media: Associated Press (AP) style, press releases, audio editing, short-form video

Software: Canva, Adobe Premiere Pro, Audacity, Google Workspace, Microsoft Excel

Languages: English (native), Spanish (intermediate)

Projects

Food Pantry Drive Campaign, Public Relations Writing course, team of four

Fall 2025

- Wrote the press release and three social media posts for a student-run food pantry drive
- Tracked sign-ups through a QR code on printed flyers, and the drive collected 410 pounds of food, up from 260 the term before

Commuter Student Podcast Pilot, Independent project

Spring 2025

- Recorded, edited and published a three-episode audio series in which commuter students described the campus services they use most

Experience

Circulation Assistant, Fairhaven Public Library, Columbus, OH

May 2024 - Present

- Answered patron questions at a front desk that serves about 300 visitors on a weekend shift
- Designed monthly event flyers in Canva for the teen reading program
- Reorganized the holds shelf by pickup date with the branch supervisor, which cleared a two-week backlog

Leadership and Activities

Section Editor, The Lakemont Ledger (student newspaper), Columbus, OH

January 2025 - Present

- Edited four to six campus news stories a week for print and online editions
- Recruited and trained three new staff writers in the fall term

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