# **Resume For Sports Journalism Graduate**

**PROFILE**

Ambitious, sports-enthusiast seeking to ignite career in an entry-level public relations position where a Sports Internship, bachelor degree, and experience in a general management capacity will be of value.

**SUMMARY OF QUALIFICATIONS**

* Comprehensive knowledge of major sports leagues, teams, and individual athletes across Major League Baseball, National Football League, National Hockey League and the National Basketball Association.
* Confident, articulate communicator with a demonstrated enthusiasm and talent for sports journalism.
* Maintain strong technical skills including camera equipment operation and film editing procedures.

**EDUCATION**

ANY COLLEGE, Town, US
**Bachelor of Arts, Journalism, Month, Year**Dean's List; GPA 3.7

**SPORTS INTERNSHIP**

 **Intern,** TV Station. Network Channel, Town, US X/XX – present

* Conduct pre-game locker room interviews with the head coach and members of Name of Major Football Team.
* Formulate key questions reflecting recent victories, defeats, and current events impacting the team.
* Tape up-close interviews on camera to capture the full essence of individual viewpoints.
* Manage the editing of taped footage to final cut for Name of Sports Program sports anchor reporting.

**COACHING EXPERIENCE**

 Player-Coach, State Women’s Rugby Team, Year – Year

**WORK EXPERIENCE**

 **Catering Manager, Restaurant, Any Town, US X/XX - present**

* Fully responsible for the management of off-premise catering events, as well as waitress and hostess services, for this upscale, high-volume fine dining restaurant.
* Oversee the planning and implementation of catering services to accommodate anywhere from 50 to 150 guests, involving the on-site setup of tables, chairs, food, beverages, tableware, and special requests.
* Coordinate the training, scheduling, and supervision of up to ten foodservice employees with a focus on reliability, skills, appearance, customer relations, safety, quality assurance, and problem resolution.
* Generate new sales leads through effective networking and customer referrals.
* Conduct client needs assessments, develop tailored sales proposals, and negotiate catering contracts.

**COMPUTER SKILLS**

Microsoft Word, Excel, Outlook Express, Internet navigation