

# Joan Hunter

700 Weeks Blvd.  
Deerfield, MN 55400  
Phone: (507)555-5555  
jhunt@resumewriting.net

## OBJECTIVE

To obtain an editorial position with a prestigious publishing house.

## PROFILE

- Accomplished writer with background in web publishing, copywriting, proof-reading and editing.
- Print publications in several genre including poetry, fiction, and non-fiction.
- Emphasis on maintaining editorial integrity
- Scrupulous attention to detail
- Excellent organization skills

## PROFESSIONAL EXPERIENCE

**Owner/ Editor**, Literary Garden Ezine, Rochester, MN, May 2002 to present

- Developed literary magazine from the ground up
- Edited and published works of new and aspiring authors
- Cited by Writer's Digest as one of the ten best places to be published in the US.

**Editorial Assistant**, St. Cloud Journal, St. Cloud, MN, Jan. 2001 - May 2002

- Earned praise from staff writers and managing editor for scrupulous attention to detail and editorial integrity
- Quick proof reading skills helped staff writers lengthen deadlines and earned a promotion to editorial assistant

**Staff Writer**, Deerfield Herald, Deerfield, MN, Sept. 2001 - May. 2002

- Wrote numerous articles that generated positive reader feedback through letters to the editor
- Well written book reviews helped increase Deerfield Public Library membership and earned a promotion to staff writer

**Assistant Librarian**, Deerfield Library, Deerfield, MN, Jan. 1997 – Feb. 2001

- Assisted head librarian in cataloguing new books and filing book returns
- Developed a children's story hour that increased weekly attendance

## PUBLICATIONS

*My Pencil (poem)* May 2006  
The Inkspot, Chicago IL

*August (essay)* March 2006  
High Plains Journal, Omaha

*The Winter (novel)*  
Houghton-McMifflin Press, NY, NY

Jan 2006

*Blooper (article)*  
Cats & Kittens, Chicago, IL

August 2005

*Family Stress Management (article)*  
Family Today, Rochester, MN

June 2005

**EMPLOYMENT  
HISTORY**

**Editorial Assistant**, St. Cloud Journal, St. Cloud, MN, Jan. 2001 - Present  
**Staff Writer**, Deerfield Herald, Deerfield, MN, Sept. 2001 - May. 2002  
**Assistant Librarian**, Deerfield Library, Deerfield, MN, Jan 1997 – Feb. 2001

**EDUCATION**

St. Cloud State University, St. Cloud, MN

- Bachelor of Arts in English Literature/Composition
- Related Coursework: English Grammar and Writing, Fundamentals of Creative Writing, News Writing and Editing, and Journalism 101.