

Joan Hunter

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OBJECTIVE

To obtain an editorial position with a prestigious publishing house.

EXPERIENCE

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.

SKILLS

- Proficient in personal computer use.
- Course certified proficiency in MS Word.
- Typing speed: 55 WPM.

EDUCATION

St. Cloud State University, St. Cloud, MN, May 2002

- Bachelor of Arts in English Literature/Composition
- GPA: 3.3/4.0
- Related Coursework: English Grammar and Writing, Fundamentals of Creative Writing, News Writing and Editing, and Journalism 101.