

# Joan Hunter

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

## Objective

To obtain an editorial position with a prestigious publishing house.

## Education

**St. Cloud State University**      St. Cloud, Minnesota

- 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.

## Professional Skills

- Edited for the university paper at St. Cloud State University      2004 -2006
- Tutored lower classmates in grammar and punctuation at      2002 - 2006  
both Deerfield High and St. Cloud State University.
- Organized, edited, and reported for the Deerfield Antlers      2000 - 2002  
high school newspaper. Created policies and deadlines.  
Helped supervise other staff members.
- Assisted in layout, design and editing of the Deerfield      1998 - 2002  
Lutheran Church newsletter.

## Office Skills

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

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## Honors & Awards

- Honorable Mention Critters Workshop Poetry Contest Submission, *"My Pencil"* 2005
- Deerfield High School Valedictorian 2002
- Deerfield Jaycees Scholarship for Excellence in Academic Achievement 2002

## Work Experience

- **Deerfield Herald**                      Deerfield MN                      Jan. 2001 - May 2002  
Book Review Columnist
- **Deerfield Steak & Ale**                      Deerfield MN                      Sep. 2001 - May. 2002  
Weekend Dinner Hostess
- **Hardees**                                      Deerfield, MN                      Jan. 1997 – Feb. 2001  
Sales Associate