

ERIN ENGLISH

erinenglish@utk.edu | (555) 123-5555 | linkedin.com/englishmajor | Portfolio: erinenglishportfolio.com

EDUCATION

The University of Tennessee, Knoxville | *Knoxville, TN*

Expected May 20XX

Bachelor of Arts, *English* | Concentration: Publishing

GPA: 3.89/4.00

Relevant Coursework: Introduction to Publishing, Literary Criticism, Public Relations Principles, Multimedia Storytelling,

Children's/Young Adult Literature

PROFESSIONAL EXPERIENCE

Oak Ridge Public Library

April 20XX – Present

Library Page Intern | *Oak Ridge, TN*

- Maintain library collections through shelving and organization to support high-volume Summer Reading Program operations
- Conduct research on eBook versus print usage to inform collection development decisions
- Create social media content to promote events and resources, increasing engagement by 45%

The University of Tennessee Press

May 20XX – August 20XX

Editorial Intern | *Knoxville, TN*

- Reviewed proposals and manuscripts to support the peer-review and editorial process in academic publishing
- Proofread typeset pages and applied APA, MLA, and Chicago style guidelines to ensure accuracy and consistency
- Supported editorial workflows by formatting manuscripts and preparing materials for publication

Hachette Book Group (Little, Brown Books for Young Readers)

May 20XX – August 20XX

Marketing Intern | *New York, NY*

- Produced editorial and digital content for *The Phoenix*, contributing to a 33% increase in audience engagement
- Developed written content across articles, social media, and promotional materials
- Applied AP style and publication standards to ensure clarity, accuracy, and consistency

WRITING EXPERIENCE

- Authored and edited articles for *The Phoenix*, contributing to a 33% increase in audience engagement
- Developed content across editorial and social platforms, including articles, captions, and promotional materials
- Applied AP style and publication standards to ensure accuracy, clarity, and consistency

CAMPUS INVOLVEMENT

Creative Writing Club

September 20XX – Present

Secretary | *Knoxville, TN*

- Maintain organizational records, meeting minutes, and internal documents to support club operations
- Manage email and social media communications, responding to inquiries and routing requests to leadership
- Coordinate logistics for events, including scheduling spaces through 25Live

The Phoenix

January 20XX – Present

Social Media Manager & Copy Editor | *Knoxville, TN*

- Develop social media strategies that increased engagement and follower growth by 33%
- Create and publish content across LinkedIn, Instagram, and TikTok while maintaining consistent branding
- Edit articles for grammar, style, and accuracy to ensure publication quality and adherence to editorial standards
- Collaborate with writers and editors to improve clarity, tone, and overall readability

RELEVANT SKILLS

Content Creation: Blogs, newsletters, editorial writing

Platforms: Instagram, TikTok, LinkedIn

Tools: Canva, Photoshop, Microsoft Office