BRADLEY BROADCAST

Campus Address:
Pile 300, WSC
Wayne, NE 68787
(402) 375-7000
e-mail: brbroad1@willy.wsc.edu

Permanent Address:
200 Walkway Plaza
Norfolk, NE 68701
(402) 371-2000
broadcast@msn.com

OBJECTIVE
To pursue a career in Broadcast Communications

EDUCATION
Bachelor of Science in Broadcast Communications
Degree Conferred: December [year]
Wayne State College, Wayne, NE
GPA: 3.8

INTERNSHIP
KWXP Star Radio, Norfolk, NE   Summer [year]
♦ Experienced the day-to-day operations of a radio station
♦ Recorded, produced and dubbed commercials and programs
♦ Assisted the Marketing Department with outside sales
♦ Supported station activities and events

RELATED EXPERIENCE
Promotions Director & Underwriting Director
KWSC-FM Campus Radio Station, Wayne State College, Wayne, NE   August [year]-Present
♦ On-air vocal performance/technical work
♦ Supervise all promotions around campus and community
♦ Create all flyers for specialty shows
♦ Found sponsorships for specialty shows, newscasts, and weather updates
♦ Secured all prizes given out on KWSC-FM

EMPLOYMENT
Resident Assistant
Pile Hall, Wayne State College, Wayne, NE   August [year]-Present
♦ Serve as the communication link between the college and resident students
♦ Provide leadership, guidance and counseling to resident students
♦ Enforce housing regulations while insuring compliance with college policy
♦ Organize and supervise hall activities

Sales Associate
The Buckle, Norfolk, NE   Summers [year] & [year]
♦ Provided excellent customer service
♦ Involved in retail sale of clothing and accessories
♦ Created store displays

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Get involved! Employers like to see students who have been active on-campus and in the community.

HONORS & ACTIVITIES

Dean's List
Dorm Council, Former President
Lambda Phi Eta, National Honor Society, Member
Advertising Club, Member
Intramural Sports, Participant

REFERENCES

Mr. Mark Short
Director of Housing
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-7200
mashort1@wsc.edu

Ms. Leslie Shane
Manager
KWXP Star Radio
7000 South Main Street
Norfolk, NE 68701
(402) 371-7654
leslie@KWXP.com

Ask references before using and ask where they wish to be contacted (home or work).

Dr. Jim Lent
KWSC-FM Advisor
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-7200
jilent1@wsc.edu

Mrs. Linda Anderson
Counselor
Cunningham High School
600 East Drive
Norfolk, NE 68701
(402) 371-5111
lianderson@cunningham.edu

OTHER TIPS:
- All resumes are different….choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework or Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.