John C. Writer

423 Allen Street, Apt. 2 • Pittsburgh, PA 99999 • (123) 456-7890 • jcwriter@email.com

FREELANCE WRITER AND EDITOR

*Creating compelling articles, documents, and social media posts for a variety of clients*

Award-winning Freelance Writer, Editor, and Social Media Manager with 10+ years’ experience creating online content that draws plenty of clicks, as well as elegant documents and articles for various clients.

*Key skills include:*

|  |  |
| --- | --- |
| * Expert in Online Traffic Analysis and Targeted Content Creation * Fluent in SEO Process | * Have Written About and Edited Content on Men’s Health, Sports, and Parenting * Can Create Internal & External Communications |

PROFESSIONAL EXPERIENCE

MONDAY MORNING QUARTERBACK, *Pittsburgh, PA*

**EDITOR AND WRITER** (February 2013 – Present)

Founding editor of this Bloggie-winning, highly trafficked website that has been cited in Yahoo! Sports, Deadspin, Sports Illustrated, and even The New York Times.

*Notable accomplishments:*

* Interview major sports figures in the NFL, NBA, and MLB for regular posts and articles.
* Oversee a staff of 10 freelance writers and editors who contribute weekly content.

MENSMAG.COM, *New York, NY*

**FREELANCE EDITOR AND WRITER** (June 2008 – February 2013)

Contributed to sports, health, and parenting sections as a freelance writer and editor.

*Notable Accomplishments:*

* Created targeted content based on traffic analysis, often producing most-read pieces on the site.
* Edited copy produced by nearly 100 freelance writers through the U.S.

EDUCATION & CREDENTIALS

**GEORGE WASHINGTON UNIVERSITY**, Washington, D.C.

Bachelor of Science in English Literature (3.75 GPA; Graduated Magma Cum Laude), May 2008

**Certifications and Organizations**

Certificate in Social Media Management (CSMM) • American Society of Journalists and Authors (ASJA)

**Other Skills**

Proficient in Microsoft Office Suite, Including Word, PowerPoint, and Excel • Proficient in HTML