Grace Liu

Editorial Intern

New York, NY • (212) 555-0176 • grace.liu@email.com
linkedin.com/in/graceliu

SUMMARY

English major at Hunter College applying for an editorial internship, with 2 years of copyediting, fact-checking and reporting for a student newspaper read by 9,000 students. Edits to AP Style, publishes stories in WordPress and lays out print pages in Adobe InDesign. Has published 60+ bylined stories on campus news and the arts.

EDUCATION

Bachelor of Arts 05/2027

Hunter College, City University of New York New York, NY

English, Journalism Minor GPA: 3.8

EXPERIENCE

Copy Chief 08/2024 - Present

The Lexington Ledger (student newspaper) New York, NY

Weekly student newspaper with print and online editions.

- Edit **15** news and feature stories each week for AP Style, grammar and clarity before publication.
- Direct fact-checking on every story, cutting printed corrections from 9 in 2024 to 2 in 2025.
- Publish stories in WordPress with SEO headlines and links, growing monthly web readers by 40%.
- Train 6 new copy editors on proofreading marks, house style and the shared style sheet.

Writing Center Tutor 09/2023 - 06/2024

Hunter College Rockowitz Writing Center New York, NY

Campus writing center offering one-on-one sessions for undergraduates.

- Coached **10** students a week on structure, citations and revision for research papers.
- Reviewed drafts for clarity and grammar, keeping a 4.8 out of 5 average session rating.
- Wrote 2 handouts on research and source citation used in first-year writing classes.
- Led 4 workshops a semester on grammar and AP Style basics for student journalists.

SKILLS

Copyediting • Proofreading • Fact-Checking • AP Style • WordPress • Adobe InDesign • SEO • Research Interviewing • Time Management

CERTIFICATES

Poynter ACES Introductory Certificate in Editing
The Poynter Institute and ACES: The Society for Editing
06/2025

Adobe Certified Professional in Print and Digital Media Publication Using Adobe InDesign
Adobe
03/2025

Google Analytics Certification
Google Skillshop
01/2026