

Sample Resumes

In these resume examples, we provide a wide range of experience, skills, and formats. Labels indicating the different formats are intended to provide a context, not to imply a particular format is uniquely suited to the information presented in that resume. Look through the section and take from the resumes what works best for you. Return to the section on resumes (pages 35-37) for additional information.

Chronological Resume

John S. Hughes

Current Address
124 Catherine Street
Ithaca, NY 14850
(607) 277-5332
jsh23@cornell.edu

Permanent Address
32 Lexington Avenue
Roanoke, VA 23901
(815) 583-8549
JHughes620@aol.com

OBJECTIVE To obtain a position applying research and writing skills in publishing.

EDUCATION **Cornell University, College of Arts and Sciences, Ithaca, NY**
Bachelor of Arts in History, May 2008
Cumulative G.P.A.: 3.46 In major: 3.65

HONORS/ AWARDS Dean's List for 2 years • Cornell Tradition Fellow • Marine Corps League Scholarship • John G. Lynch Foundation Scholarship • Delaware Scholastic Press 1st Place Award for Satire • Named Outstanding Senior Athlete by *Cornell Daily Sun*

RELATED EXPERIENCE **Undergraduate Research Assistant** Summer 2007
Professor Walter LaFeber, Cornell University, Ithaca, NY
Searched for and evaluated items pertinent to professor's current work using microfiche, databases, and other library resources. Proofread and corrected galleys of book, *The Clash: U.S.-Japanese Relations Throughout History*.

Researcher and Writer Summer 2006
Pennsylvania Resources Council, Media, PA
Compiled comprehensive guide to recycled products for consumers and small businesses. Composed questionnaires sent to over 500 companies nationwide for product verification; designed database for storing information. Wrote and formatted final form of guide. Edited articles for PRC newsletter. Researched legislation on environmental issues; attended and reported on EPA conferences.

Editor 2006-2008
Cornell Political Forum, Cornell University, Ithaca, NY
Proofread and edited articles. Formatted magazine, named one of top two college magazines in country.

OTHER EXPERIENCE **Resident Advisor** August 2006-May 2008
Community Development, Cornell University, Ithaca, NY
Supervised 96 students in residence hall. Served as primary resource on campus policy and information. Counseled students having difficulty adjusting to college experience. Programmed social activities and information sessions for overall complex of more than 500 students.

Student Intern Summer 2005
Adult Probation and Parole Services, Delaware County Courthouse, Media, PA
Supervised cases for over 50 clients by explaining rules of probation, maintaining monthly contacts, collecting court fees, and attending court proceedings. Implemented more orderly system for recording client contacts.

ADDITIONAL SKILLS Microsoft Word, Adobe Photoshop, and SAS statistics package.
UNIX operating systems.
Proficiency in Russian. Experienced peer counselor.

ACTIVITIES **Cornell University Men's Basketball**, Captain: Provided leadership to team for two seasons.
Cornell University Glee Club, Vice-President: Planned, coordinated, and supervised all Glee Club social activities, including events with alumni and other campus groups. Organized club participation in campus intramural sports. Increased campus exposure of club through informal performances and distribution of information pamphlets.
DeWitt Middle School: Tutored sixth, seventh, and eighth grade students in reading, writing, mathematics, and history. Focused on developing good writing and analytic skills.