

Chronological Resumes

The chronological format starts with your current job and then travels back in time. It lists dates, job titles, employer and employer's location for each job. Under each job heading, list some of your duties and achievements in the most enticing language you can muster.

Many employers prefer this format because of its familiarity. It is easy to read and understand. It can work well for job hunters that are staying in the same field, are applying in a conservative industry or have an unbroken job history that shows them climbing the career ladder. This format also points out gaps in job history or lack of experience quite effectively, so if you fall into these camps, consider another format.

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OBJECTIVE

Obtain an internship that will allow me to gain additional experience working with youth as it pertains to my psychology degree.

EDUCATION

Appalachian State University Boone, North Carolina
Bachelor Science, Psychology June 2009
3.7 GPA

Significant Courses:

- Abnormal Psychology
- Adolescent Psychology
- Child Psychology
- Psychology of Personality
- Cognitive Processes
- Psychology of Parenting

EXPERIENCE

Watauga Youth Network, Volunteer 8/05 – Present
Bonne, North Carolina

- Assist 30 youth ages 9-11 in after school program
- Work with 6 students in homework completion and outdoor physical activities
- Learned to deal diplomatically with challenging situations
- Interacted with staff to make program run smoothly

Martin Family, Nanny Summer 05 & Holidays
Charlotte, North Carolina

- Responsible for 2 children ages 4 & 6
- Interacted and planned children's daily activities
- Incorporated 3 hours of educational activities into daily schedule

Appalachian State University, Reference Desk Receptionist 8/05 – 5/06
Boone, North Carolina

- Assists students, faculty, and guests with reference desk request
- Maintained and rotated department displays
- Developed excellent customer services skills through daily customer interaction

ACTIVITIES

Member, Psychology Club 2004 – Present
Community Advisor, Roberts Hall 2005 – Present
Psychology Liaison, Student Government Association 2006 – Present

REFERENCES AVAILABLE UPON REQUEST