

Sample Resumes

Chronological Resume

John S. Hughes

Current Address:
124 Catherine Street
Ithaca, NY 14850
(607) 277-5332
E-mail: jhs23@cornell.edu

Permanent Address:
32 Lexington Avenue
Roanoke, VA 23901
(815) 583-8549

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 2003
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

RELATED EXPERIENCE **Undergraduate Research Assistant** Summer 2002
Professor Walter LaFeber, Cornell University, Ithaca, NY
Searched for and evaluated items pertinent to the professor's current work using microfiche, databases, and other library resources. Proofread and corrected galleys of book, *The American Age*.

Researcher and Writer Summer 2001
Pennsylvania Resources Council, Media, PA
Researched and compiled nation's first guide to recycled products for consumers and small businesses. Composed questionnaires which were sent to over 500 companies nationwide for product verification; designed database for storing information. Wrote and formatted final form of guide. Wrote and edited articles for PRC newsletter. Researched legislation on environmental issues; attended and reported on EPA conferences.

Editor 2001-2003
Cornell Political Forum, Cornell University, Ithaca, NY
Proofread and edited articles and formatted magazine. *Forum* was named one of top two college magazines in country.

OTHER EXPERIENCE **Resident Advisor** August 2001-May 2002
Department of Residence Life, 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 2000
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, WordPerfect, PageMaker, Adobe Photoshop, Canvas, and SAS statistics package.
IBM PC and Apple Macintosh; UNIX operating systems.
Proficiency in Russian. Experienced peer counselor.

ACTIVITIES **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. Supervised office staff of 12. 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.
Cornell Greens: Instituted a program that worked closely with the Cornell Energy Department to garner campus support for energy conservation, particularly through use of compact fluorescent bulbs.