

Sample Resumes

Chronological Resume

John S. Hughes

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- 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 2010
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 2009
Associate Professor Eric Tagliacozzo, Cornell University, Ithaca, NY
Searched for and evaluated items pertinent to professor's work using microfiche, databases, Internet research, and other library resources. Proofread and corrected galleys of book, *The Indonesian Reader: History, Culture, Politics*.
- Researcher and Writer** Summer 2008
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.
- Associate Editor** 2008-2010
The Triple Helix, Cornell University, Ithaca, NY
Proofread and edited articles. Formatted magazine, named one of top two college journals in country.
- OTHER EXPERIENCE**
- Resident Advisor** August 2008-May 2010
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 2007
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 Office Suite, 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.