

Chronological Resume Sample

Sally Simpson

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Education

Southern Illinois University Edwardsville (SIUE)
Bachelor of Arts in Psychology
Minor: Sociology

Edwardsville, IL
Expected: May 2015

Relevant Coursework

Child Psychology
Organizational Psychology

Social Psychology
Social Problems

Cognitive Psychology
Victims and Society

Academic Experience

SIUE Senior Assignment

Spring 2010

- Worked on a team with five peers to evaluate how bullying affects children, ages 10-14, in a school setting.
- Served as project liaison between our group and the school teacher/administrator and was responsible for maintaining an open line of communication throughout the project's duration.
- As a team we gathered and analyzed data, drafted a recommendation report, and presented our findings to the students, teachers and parents.

Employment History

Administrative Assistant
Law Offices of D&D

June 2009 – Present
Sinclair, IL

- Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.
- Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.
- Operated and maintained office copier and fax machine.

Volunteer Experience

- The Human Fund
- American Pet Association

Skills

- Microsoft Office (Word, Excel, PowerPoint)
- SPSS
- Intermediate Spanish (writing and speaking)

Honors and Activities

- Dean's List
- Psychology Club

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