

[Chronological Résumé Example]

PAT A. STUDENT

Address
City, State, Zip
Telephone number
e-mail address

OBJECTIVE: A position in the human service field working with troubled teenagers.

EDUCATION:

Bachelor of Arts	May 200X
Majors: Psychology and Spanish	Minor: English
Doane College	Crete, NE
Major GPA: 3.8/4.0	Overall GPA: 3.6/4.0

SIGNIFICANT COURSES:

Psychology of Personality	Human Sexuality
Juvenile Delinquency	Child & Adolescent Development

RELEVANT EXPERIENCE:

Senior Field Experience Spring 200X

Oakleaf Psychiatric Center, Lincoln, NE

- Observed and documented behaviors for 15 residents
- Participated in 10 treatment team meetings
- Implemented 8 Individualized Treatment Plans
- Provided positive reinforcement for appropriate behavior
- Enforced residence unit rules and discipline as necessary
- Served as a positive role model

Recreation Therapy Intern Fall 200X

Saline County Drug Project, Crete, NE

- Planned and coordinated 13 social and recreational outings
- Accompanied residents on three recreational trips into the community, individually and in small groups
- Provided residents with an opportunity to interact with and talk to someone close to their own age

OTHER EXPERIENCE:

Cashier, Burger King, Crete, NE May 200X - August 200X

COMPUTER SKILLS:

Microsoft Word Microsoft Excel Windows 2000 and XP

HONORS/ACTIVITIES:

Dean's List, four semesters
Social Science Scholarship, 200X
Psychology Club, 200X-200X

- President, 200X-200X
- Treasurer, 200X-200X