

Sample Chronological Resume

GEORGE BLACKWELL
gblackwe@cou.edu

Campus Address (until 6/15/)

1234 Main Street, Room 10B
La Grande, OR 97850
(541) 962-9962

Home Address

25 Veronica Road
Newton, MA 02165
(617) 332-3426

- SKILL** • Successful fundraiser
- SUMMARY:** • Hands-on experience planning and executing projects and events
- Strong interpersonal skills with training in conflict mediation
 - Proficient in Microsoft Word, Access and Excel

EDUCATION: Bachelor of Arts June 20--, Eastern Oregon University, La Grande, OR
Major in Psychology with a broad range of courses, including statistics, social psychology, organizational development, and economics
GPA: 3.2 in major
Melanie Cottle Award for best psychology project: A Marketing Plan to Attract More Applicants to the University

- CAMPUS** • Residence Hall Counselor, 1999 -2001; supervised and planned activities for 300 residents
- ACTIVITIES:** • Appointed to selection committee for Vice President of Student Affairs search, 2000
- Area coordinator, Campus Fund Drive; raised \$18,000 after developing marketing strategy and training volunteers, 2000

WORK **MARKETING CONCEPTS, INC., Boston, MA**

- EXPERIENCE:** • Research Assistant, Summer 2001
- Persuaded customers to respond to a 20-minute phone interview on home finance
 - Coded and tabulated research surveys
 - Drafted research report for management

HAGLAND'S DEPARTMENT STORE, Housewares Department, Newton, MA
Assistant Manager, Summer 2000

- Supervised and trained sales staff members
- Researched suppliers and introduced new line of disposable dinnerware
- Made suggestions to Merchandising Department about customer preferences

Salesperson, Summer 1999

- Recognized for tactful dealings with difficult customers
- Opened highest number of new charge accounts in one month

Earned 60% of college expenses through summer jobs and school-year employment as a pizza deliverer, cashier; worked 10-15 hours per week.

INTERESTS: Backpacked through Scotland and Wales, additional travel in: England, France, and Western U.S., roles in Gilbert & Sullivan productions.