

Sample Chronological Resume

JESSICA KNIGHT

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EDUCATION

University of Central Florida

Bachelor of Science in Psychology

Minor: Sociology

GPA: 3.7

Orlando, FL

Dec. 20xx

Valencia College

Associate of Arts Degree

GPA: 3.5

Orlando, FL

Apr. 20xx

RELEVANT COURSEWORK

Statistical Methods in Psychology

Research Methods in Psychology

Cognitive Psychology

Industrial Organizational Psychology

HONORS

University of Central Florida's President's Honor Roll (2 semesters)

Psi Chi Honor Society in Psychology

Valencia College Dean's List

RESEARCH EXPERIENCE

UCF - Counseling and Psychological Services (CAPS)

Research Assistant

Orlando, FL

Jan. – Apr. 20xx

- Collected and evaluated CAPS programs through students' surveys on-campus
- Wrote sections of management reports to explain surveys results and provide recommendations

PROFESSIONAL EXPERIENCE

UCF - Department of Psychology

Peer Mentor

Orlando, FL

Aug. 20xx – Present

- Provided academic advising in the area of Psychology
- Assisted with office activities including customer services and clerical duties
- Facilitated workshops to teach students how to access and understand their degree audits

Teaching Assistant

May – Jul. 20xx

- Assisted Dr. Who in the area of Statistical Methods in Psychology
- Provided tutoring to 30 undergraduate students and aided with the grading of homework and tests

CAMPUS INVOLVEMENT

Multicultural Psychological Student Association, Member

Fall 20xx – Present

Best Buddies UCF, Mentor

Spring 20xx – Present

Psychological Society, Vice President

Fall 20xx – 2014

SKILLS

Language: Fluent in English and Spanish

Computer: Proficient in Microsoft Office (Word, Excel, Access, and PowerPoint) and SPSS