

**CHRONOLOGICAL RESUME****SAMPLE: Entry-Level**

\*for additional information, refer to the "Writing Your Resume" handout

**Kelsey Brown**

(616) 123-4567

kelseybrown@gmail.com

**Current Address**

1000 Calvin Ave. SE  
Grand Rapids, MI 49506

**Permanent Address**

1500 Milton St.  
Riverside, CA 92507

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**Profile** Self-motivated sociology graduate with experience in multiple office settings. Detail oriented, highly organized, strong interpersonal skills. Committed to serving others.

**Education** Calvin College, Grand Rapids, MI  
Bachelor of Arts in Sociology, December 2008  
GPA: 3.6, Dean's List 5 of 7 semesters

**Experience** Bunker Interpretive Center, Calvin College, Grand Rapids, MI  
*Program Assistant, September 2006 to July 2008*

- Edited the quarterly newsletter of the Ecosystem Preserve
- Designed and constructed educational resources and displays about local natural history and environmental sustainability
- Greeted and assisted visitors

Office of Academic Services, Calvin College, Grand Rapids, MI  
*Office Assistant, July 2007 to July 2008*

- Assisted students and alumni, in person and over the phone, with services of the Registrar's Office
- Scanned and electronically filed important confidential documents, sorted mail, evaluated and mailed transcripts

Student Academic Services, Calvin College, Grand Rapids, MI  
*Tutor, September 2006 to December 2007*

- Helped college students learn vital skills such as time management and note taking

Woodlawn Christian Reformed Church, Grand Rapids, MI  
*ESL Program Volunteer, January 2007 to May 2007*

- Tutored adult ESL students through one-on-one conversation and learning exercises

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**Steve Morgan**

900 Fountain NE

Grand Rapids, MI 49503

(616) 123-4567

smorgan@alumni.calvin.edu

**Profile**

Dedicated and compassionate graduate seeking to contribute to the community in a meaningful way. Strengths include adaptability, experience in leadership, excellent written communication skills, and an ability to effectively relate with a broad variety of people.

**Education**

Bachelor of Arts in History, May 2008

Calvin College, Grand Rapids, MI

**Experience****Supervisor, The Fish House Coffee Shop, Calvin College****Grand Rapids, MI****September 2006 – June 2008**

- Placed orders for all supplies and handled receipt of product
- Hired, trained, disciplined, and supervised student workers
- Provided customer service and led production
- Assisted in transition from student-led to corporate business model

**Intern, The Joint Archives of Holland****Holland, MI****May 2007 – August 2007**

- Assisted researchers in locating archival documents and photos
- Digitally restored archival photos with Photoshop
- Trained archive volunteers in basic computer skills
- Researched, designed, and built historical exhibits

**Activities and Travel**

Calvin College Social Justice Committee, 2005-2008

Calvin College Student Senate, 2007-2008

Interim (January term) in Italy, 2006