

Nick Baker

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CHRONOLOGICAL RESUME

SAMPLE: Internship

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

Objective Hard-working, responsible recreation major with strong communication, organization and interpersonal skills seeking an internship in community recreation.

Education **Calvin College** – Grand Rapids, MI

- Bachelor of Science in Recreation, anticipated May 2009
- GPA: 3.3

Experience Student Assistant, September 2006-Present
Calvin College Outdoor Recreation and Education – Grand Rapids, MI

- Updated and maintained college's outdoor recreation Web site
- Led trips in snowboarding and downhill skiing
- Performed administrative tasks with minimal supervision such as promoting outdoor recreation events, and registering and contacting participants

Wilderness Orientation Trip Leader, Summer 2008

Calvin College Outdoor Recreation and Education – Grand Rapids, MI

- Outfitted large group with all necessary equipment for week-long wilderness trip
- Instructed first-year college students in sea kayaking, climbing, and backpacking

Camp Counselor, Summers 2006-2007

SpringHill Camp – Evart, MI

- Built positive relationships with 3rd-6th grade campers
- Participated in camp activities with campers
- Led small and large group games
- Worked with other staff to create a fun and safe experience for all campers

Activities Calvin Outdoor Adventure Guild
Calvin Bike Club
Young Life
NAME Middle School soccer coach

Skills Certified in CPR and First Aid
Proficient in Spanish
Skilled in Microsoft Office applications

Jane Smith

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CHRONOLOGICAL RESUME SAMPLE:

Internship

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OBJECTIVE

To obtain a marketing internship where strong writing skills and knowledge of business concepts will add value to an employer.

EDUCATION

Calvin College - Grand Rapids, MI

- Bachelor of Arts in Business, anticipated May 2010
- GPA: 3.95
- Participated in one-month study abroad course: Business and Engineering in the Context of European Culture, January 2008
- Member of Calvin's Student Business Forum

RELEVANT COURSEWORK

Business Foundations

Introduction to Managerial Accounting

Financial Accounting

Business Communication

Principles of Microeconomics

Principles of Macroeconomics

EXPERIENCE

Snow Mountain Ranch, YMCA of the Rockies - Granby, CO

Conference Associate, Summer 2008

- Coordinated reservations of meeting rooms for large groups
- Handled multiple, competing priorities in a timely and efficient manner

Junior Achievement - Grand Rapids, MI

Lesson Instructor, Spring 2008

- Taught 3rd grade students about basic business concepts
- Prepared material to lead the students in discussions and activities

D&W Food Centers - Grand Rapids, MI

Grocery Clerk, Fall 2006-Present

- Supervised two to three employees at a time
- Stocked groceries and maintained inventory
- Fulfilled product orders for vendors
- Designed displays for weekly sale items

HONORS AND AWARDS

Calvin College Presidential Scholarship

Grand Rapids Foundation Scholarship

Michigan Competitive Scholarship