

# Psychology Sample Résumé

---

## **Chris Smith**

123 Elm Street  
DeKalb, IL 60115  
(815) 756-5555  
chrissmith@msn.com

### **OBJECTIVE**

A position in human resources.

### **EDUCATION**

**Bachelor of Arts in Psychology**, December 20XX  
Northern Illinois University, DeKalb, IL  
GPA: 3.3/4.0

### **RELEVANT COURSEWORK**

Industrial-Organizational Psychology	Principles of Marketing
Group Processes	Sociology of Organizations
Principles of Finance	Sociology of Work
Principles of Management	

### **HUMAN RESOURCES EXPERIENCE**

**Human Resource Intern**, XYZ Corporation, St. Charles, IL, September 20XX-December 20XX

- Received training on all aspects of human resource functions for a Fortune 500 company
- Processed health insurance plan enrollment forms for more than 300 employees, noting specific, detailed information in an organized, timely manner
- Promoted the company and employment opportunities to candidates at 3 university-based job fairs
- Participated on an internal consultation team, providing feedback to department managers on matters of employee development

### **ADDITIONAL EXPERIENCE**

**Cashier/Usher**, AMC Theatres, Naperville, IL, May 20XX-Present

- Provide excellent customer service to patrons, resulting in increased enjoyment of the movie-going experience and repeat business
- Train new employees on box office procedures
- Attend to customer complaints in an effective manner
- Consistently end shifts with balanced cash drawers
- Ensure that theatres are clean and usable in the quick intermissions between showings

### **STUDENT ACTIVITIES**

Society for Human Resource Management  
Student Psychological Association

### **COMPUTER SKILLS**

Microsoft Word, Excel, PowerPoint