

## Chronological Résumé Sample

### JOSHUA SOUZA

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(416) 765-4321

jsouza@email.com

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7 Any Avenue \_ Toronto, Ontario \_ M1M 1M1

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#### Objective

A research position in a polling firm where my knowledge of survey administration and statistical methodologies, as well as my surveying and report-writing experience will be valued.

#### Education

**Bachelor of Arts, Sociology** 2003  
*York University, Toronto, Ontario*

Dean's Honour Roll 2002, 2003

#### Selected Coursework

- Population and Society
- Statistics for Social Sciences
- Issues in Qualitative Research

#### Experience

**Researcher** Sept 2002- April 2003  
Students' Religious Activities (Honours Thesis), York University

- Conducted a survey of 45 students about their current religious activities for honours thesis project.
- Analyzed the data using SPSS.
- Wrote a detailed report of the results. Professor commented "Excellent reporting of the data and results and well-written conclusion."

**Telephone Interviewer (Part-time)** Sept 2001- April 2003  
Institute for Social Research, York University

- Conducted social research through Computer Assisted Telephone Interviewing.
- Elicited positive responses from interviewees by applying excellent verbal communication and rapport building skills.
- Selected to assist in the training of two new interviewers in September 2002 in recognition of excellent job performance.

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## **Vice President**

April 2001- March 2003

York Undergraduate Sociology Society, York University

- Launched an online peer academic support list serve used by undergraduate sociology students to share questions and insights about courses.
- Diplomatically and effectively addressed agenda items when chairing meetings in the absence of the President.
- Gained funding for projects, programs, and events by preparing and presenting proposals to department heads.
- Generated annual reports including action plans for improving operations in the following year.

## **Volunteer Experience**

### **Private Tutor**

2001-2003

Toronto

- Tutored two students in the second term of a Research Methods course. Both students raised their grades by a two full grade points.

### **Classroom Assistant**

2000-2001

Partners in Education, Stong College, York University

- Coached high school students in calculus as a volunteer assistant one day per week at Sunnydale Secondary School.

## **Specific Skills**

### **Computer**

Programs: SPSS, MS Office 2000 (Word, Excel, PowerPoint, Access) Internet Explorer, Netscape

Operating Systems: Windows XP, 2000, 98

### **Languages**

Fluent in English and French, working proficiency in oral and written Spanish

**References Available Upon Request**