LAS CAREER SERVICES

Example Resumes: Reverse Chronological Format

Lee A. Sample

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Education

University of Illinois Urbana-Champaign (UIUC) Bachelor of Arts in Statistics, Minor in Global Markets & Society May 2025

Technology Skills

Programming / Statistics: R, Python, SAS, SQL, Excel

Microsoft Word, PowerPoint, HTML, Google Suite

Academic Projects

(NOTE THESE ARE FOR ILLUSTRATION ONLY - NOT REAL)

Predictive Modeling of Housing Prices using Multiple Regression Analysis

Course Project for Statistics 3##: Regression Analysis

UIUC Fall 2023

- Researched datasets available via the university library to collect information on various housing-related variables, such as square footage, number of bedrooms, and neighborhood characteristics
- Conducted exploratory data analysis to identify potential predictors and assess multicollinearity
- Used R to build a multiple regression model that explained a significant portion of the variance in housing
- Presented findings in a clear and accessible manner, highlighting the model's predictive capabilities

Analysis of Customer Satisfaction Survey Data

UIUC

Course Project for Statistics 2##: Statistical Analysis Applications

Spring 2023

- Used SAS to clean raw quantitative survey data from a dataset of 1,000+ responses, ensuring accuracy and consistency
- Analyzed descriptive statistics to summarize key metrics, such as mean satisfaction scores and response distributions
- Conducted hypothesis testing to assess the significance of factors influencing customer satisfaction
- Created visualizations, including bar charts and scatter plots, to effectively communicate results to a nontechnical audience

Work Experience

Kohler Innovation Center

Urbana, IL

Data Analytics Intern

May 2023 - Aug 2023

- Conducted data cleaning and analysis to explore engineering problems using Python and SQL Server
- Collaborated with supervisor and internal project teams to determine project requirements, gather feedback, and present project results

Technical Support Intern

June 2022 - Aug 2022

- Provided technical support to staff within cross-disciplinary engineering teams engaged in research and design to enhance industrial and manufacturing environments
- Demonstrated a working knowledge of IT infrastructure roles including servers, cyber security, databases, firewalls, networking, software installation, and end-user computing

Activities

Intensive English Institute, UIUC

Champaign, IL

ConvoPartner

Jan 2022 - present

- Interact with a designated international student weekly to help them improve English language skills through casual conversation and mutual cultural exchange
- Engage in social activities with visiting students to share experiences and gain exposure to global ideas

how *projects* from academic *classes* can be integrated into a resume to highlight related skills demonstrated. **Technology skills** are both listed together in one section (to provide an overview) and integrated into

position

descriptions (to

show action

and impact).

A resume that

experiences in

chronological

presents

reverse

order is a common

approach to

formatting.

helpful when

your recent

experiences

are the most

related to the

Notice this

example also

demonstrates

opportunity you

are applying for.

This is especially

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