

Sample Chronological Résumés

Use the following two sample Chronological Résumés as a guide. Review the JobSearch Guides: *How to Write a Résumé and Components of a Résumé*.

Mary A. Adams
127 Main Street
Anytown, Virginia 99999
(999) 555-0001
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Job Objective

Customer Service representative with a major bank or lending institution. A position utilizing leadership, communication and analytical abilities.

Summary of Qualifications

- Adept in areas of financial transactions and sales.
- Skilled in office procedures, bookkeeping and banking operations.
- Proficient in the operation of office equipment and computers.
- Trained in Quicken, Quick Books, Microsoft Word and Excel and Tax Cut (a computer accounting system).
- Excellent oral and written communication skills.

Professional Experience

Bookkeeper/Administrative Assistant, Henry Construction Company, Anytown, VA, 2008 - present

- Maintain all financial records of company.
- Manage accounts receivable, payable, employee payroll and customer invoicing.
- Produce quarterly and annual financial reports.
- Implement and operate computerized bookkeeping system.

Sales Associate, Yourtown Department Store, Yourtown, VA, 2002 - 2008

- Provided customer service to over 150 customers daily.
- Received inventory, stocked shelves and maintained records for reorders.
- Operated Hewlett Packard 1000 electronic register system.
- Organized all daily closing procedures for the department.

Newspaper Delivery Person, Yourtown Daily News, Yourtown, VA, 1999 - 2002

- Increased customer base from 65 to 250 people.
- Managed all record keeping and accounts for route.
- Opened new accounts and provided daily customer service.

Education

Associate Degree

Yourtown Business College, Yourtown, VA
Majored in business management and banking procedures.
Additional course work in accounting, customer relations and statistics.

Additional Skills and Accomplishments

Debate champion in high school.

Fluent in Spanish.

Earned financing for education through part-time and summer work while maintaining 3.50 G.P.A. in school.

References available on request.

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Sample Chronological Résumé

James R. White
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Job Objective

A sales position which utilizes my excellent communication skills and organizational abilities.

Work History

- 2006 - present **Sales Representative** - Harrison Pharmaceutical, Anytown, IA 99999
- Service customer accounts in a six-state area.
 - Responsible for establishing two new accounts per month.
 - Increased revenues in service area over 120%.
 - Suggested new products and researched sources for new inventory.
- 1997 - 2006 **Sales Associate** - Carson Industries, Yourtown, IA 99998
- Provided service to customer base of 1500 people.
 - Managed all product requests and orders for the office machine division.
 - Communicated with store managers to achieve customer satisfaction.
 - Served as a liaison for customers between sales and service divisions.
- 1990 - 1997 **Assistant Manager** - S & O Hardware, Yourtown, IA 99998
- Managed store when store manager was not present.
 - Managed sales, stocking, inventory ordering and closing procedures.
 - Assisted in the implementation of in-store promotions.
 - Supervised three sales associates.

Education

- B.S.** Communications and Marketing, Yourtown University, Yourtown, IA 99998
A.A.S. Business Administration, Anytown Community College, Anytown, IA 99998

Special Skills and Accomplishments

- Received award from Carson Industries for the most increase in sales by any salesperson in a six-month period.
- Proficient in the use of computerized accounting and inventory-tracking systems.
- Financed college education through part-time and summer employment.
- Trained in mediation and conflict resolution skills.

References available on request