

# 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, 2010 - 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, 2004 - 2010

- 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, 2001 - 2004

- 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.



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# Sample Chronological Résumé

James R. White  
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Yourtown, IA 99999  
(999) 555-0009  
jrw@internet.net

## Job Objective

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

## Work History

- 2008 - 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.
- 1999 - 2008 **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.
- 1992 - 1999 **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.