

Sample Chronological Resume:

JANE DOE

Phone: 509-123-4567

Email: jdoe@au.edu

123 Anywhere Street

Anywhere, NE 12345

Objective:

To contribute to Wal-Mart's success through the use of exceptional customer service, managerial, and people skills.

Education:

BA in Business Administration, Option in Finance

May, 200X

Anywhere State University, Anywhere, NE

GPA 3.15

Relevant coursework: Financial Institutions and Markets, Commercial Bank Management, Advanced Financial Management, Investments and Security Analysis, Portfolio Theory and Management, Operations Management, Technical Writing

Work Experience:

Managing Editor

9/200X – Present

College Times

Anywhere, NE

- Supervise a staff of 18 people maintaining the lowest turnover rate in five years
- Oversee budget, recommend cost-cutting procedures to campus advisor
- Direct on-campus recruitment program which generated 20% more applicants

Counter Clerk

1/200X-12/200X

Jiggy's Beef Barn

Anywhere, NE

- Provided quality customer service
- Oversaw stocking and reordering of supplies
- Balanced daily cash register receipts and sales
- Supervised staff of ten part-time employees

Leadership:

President, Finance Club

Vice President, Beta Sigma Epsilon

Languages:

Fluent in Spanish and German

Honors and

Donald Gates Outstanding Leader Scholarship

Awards:

President's List