

## Chronological Résumé Sample

**YOUR NAME HERE**  
**Current Street Address**  
**City, State ZIP**  
**(000) 000-0000**  
**e-mail address**

\*Skip 2 spaces  
after state  
abbreviation

**OBJECTIVE:** Seeking part-time position in customer services or outside sales.

**Make your objective specific; give the type of position and/or field you want to work in.**

**EDUCATION:** Bachelor of Arts, History, May 2004  
University of New Orleans, New Orleans, LA

- GPA: 3.1
- Minor: Management

**Include major, graduation date (it's ok if they change), and GPA if over 2.5 (either overall or in major). List minor(s), concentrations, academic honors, significant presentations, group projects, and reports. Do not list schools you transferred from or your high school.**

**EXPERIENCE:** Job Title, Organization Name  
City, State, Month 20xx – present

**Put your most recent job first and move backwards.**

- Assist customers with merchandise selection.
- Process cash and credit transactions, handling at least \$1000 per shift.
- Created customer-tracking system, which increased store production by 15%.

**Begin phrases with action verbs (see list on other side), not with “Duties included . . .” or with “I” or “my.” Use numbers wherever possible (Handle an average of \$500; Exceed sales quota by 20%). Don’t just let the reader know you showed up to work everyday -- indicate the positive difference or impact you made.**

Job Title, Organization Name  
City, State, Month 19xx – Month 19xx

- Escorted diners to tables in a timely fashion.
- Supervised team of 6 bus staff and 3 back waiters.
- Named Employee of the Month for July 1999.

**Describe your job uniquely, not in general terminology. Begin phrases with different action verbs than the ones you used before. List significant accomplishments and promotions. Be consistent with verb tenses (use present if you still work there, past if you don't).**

**COMPUTER SKILLS:** Microsoft Office 2000 (Word, Excel, Access), Harvard Graphics 8.0, Lotus 1-2-3

**Give versions for all software programs. If you don't know, give the dates you used them.**

**ACTIVITIES:** History Club, 1999 - present; Vice President, Alpha Beta Fraternity, 20xx

**List groups related to your major or objective and ones in which you hold office.**

**REFERENCES:** Available upon request

**Include this statement so readers know they've reached the end of your résumé. Don't list your references unless an employer asks for them (use a separate page to do that).**