

Chronological Resume Style

The resume style is most useful for people who have work experience in a variety of positions and they are closely related to your desired employment. Best suited to people who have not had long periods of unemployment between jobs. Start with your **PRESENT** or the most recent job and progress backwards to your first work experience.

Mary A. Smith

Permanent Address: (after 5-06)

1010 1st Ave
Tallahassee, FL 32306
(850) 000-1235

Current Address:

123 N. 10th Ave.
Tallahassee, FL 32306
(850) 000-5676

Professional Goal

A career in Human Resource management that would involve recruiting, writing job descriptions, sourcing new associates, providing training on interviewing, labor relations, employment rules and regulations.

Education

ABC College: expected graduation dates, May 2006
Bachelor of Arts in Communications and Marketing, Minor: Human Resource Management.
GPA (4.0 scale) Major 3.8 Minor 3.6 Overall 3.7

Major related Courses:

Human Resource Management, Interviewing, Labor Relations, Industrial Psychology, Organizational Psychology, Business Law, Marketing

Skills

Coordinating:

- Planned and organized campaign for the ABC College Annual Homecoming Court candidates
- Assisted in planning and organizing a "sorority" marketing campaign for new members
- Supervised a dining room staff and oversaw the food preparation for the meals ordered
- Developed and presented a peer counseling seminar for the American Personnel Guidance Convention, Washington, DC, 2004

Training others and instructional material development:

- Supervised the implementation of a peer counseling program in the local school district
- Instructed other staff members on proper food and beverage services, practices, and etiquette
- Tutored students in College Algebra and Marketing courses

Work Experience (paid for 50% of college expenses)

Waitress, Student Union, ABC College, July 2004 – to present
Salesperson, University Book Store, ABC College, January 2003 – to present

References

Available upon request.

Your own résumé can be created by referring to the sample above and by filling in your information in the following page.

Once the empty fields are filled out, you may print the résumé from your computer.