

SAMPLE CHRONOLOGICAL RESUME

Contact information- How an employer may reach you!—Use standard voice mail messages and basic e-mail addresses.

Paul Jones
6 Pine Street
Arlington, VA 12333
555.555.5555 (home)
566.486.2222 (cell)
phjones@vacapp.com

OBJECTIVE: Seeking a full-time career as a customer service professional

EDUCATION

Ramapo College, Arlington, Virginia
Associates Degree, Nursing, 1995

List highest educational level obtained (high school or college graduate) if applicable. List special training courses. Also, list name of school, city and state of school and type of degree or certification awarded and year received.

MILITARY EXPERIENCE

U. S. NAVY, Arlington , VA; 1990– 1995
Extensive specialized Naval education and training
Certificate, State School of Engineering

Date enlisted or separated , highest rank and rate branch of service, type of discharge, security clearance level (if applicable), outstanding decorations or awards and special assignments or campaigns.

WORK EXPERIENCE

April 2001 - February 2005

Montblanc

Key Holder

- Opened new specialty boutique
- Placed orders to restock merchandise and handled receiving of products
- Managed payroll, scheduling, reports, email, inventory, and maintained clientele book and records
- Integrated new register functions
- Extensive work with visual standards and merchandising high-ticket items

List paid and volunteer work experience, include accomplishments and responsibilities. Include any type of educational training that took place on the job.

July 1999 - April 2001

Nordstrom - Collectors and Couture Departments

Sales Associate

- Merchandised designer women's wear
- Set-up trunk shows and attended clinics for new incoming fashion lines
- Worked with tailors and seamstresses for fittings
- Scheduled private shopping appointments with high-end customers

COMPUTER SKILLS

Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

REFERENCES: Available upon request