

Sample Chronological Résumé

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Personal
Data

Paul Jones
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Objective

A full-time cashier position.

List
Experiences
in reverse
order

Experience

Day care provider
Johnson Family
Summers June 2008 - Present

- Provided tutoring each day in math and reading.
- Integrated healthy eating and exercise each day.

Key Holder, Montblanc
April 2010 - February 2011

- Placed orders to restock merchandise and handled receiving of products.
- Managed reports, email, inventory, and maintained clientele book and records.
- Integrated new register functions.
- Administrative responsibilities include processing hour and tip information for payroll and closing register.

Sales Associate, Nordstrom - Collectors and Couture Departments
July 2008 - April 2009

- Merchandised designer women's wear.
- Attended clinics for new incoming fashion lines.
- Worked with tailors and seamstresses for fittings.
- Scheduled private shopping appointments with high-end customers.

Instruction

Education

- Lisle Sr. High School, 2012

Proficient Skills

Computer Skills

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

References available on request.