

Chronological Resume Sample

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- ✓ Provide complete contact information
- ✓ Do not include marital status, height, gender, or religious affiliation
- ✓ Use professional email and outgoing voicemail message

OBJECTIVE: Customer Service Clerk at ABC Bank

- ✓ Personalize this section by stating the name of the position and business you are apply to

HIGHLIGHTS:

- Completion of Post-degree diploma in Global Business Management and Bachelor of Commerce
- 2 years' experience providing friendly and professional customer service in fast paced environments
- Accurately handles high volume cash and card transactions
- Recognized for consistently meeting or exceeding weekly sales targets
- Flexible schedule, able to work evenings and weekends

Highlights are the skills and experience most relevant to *THIS* employer. Since you are matching your highlights to what the employer is looking for, this section is always changing.

RELATED EXPERIENCE:

Sales Advisor | Costco | Charleston, SC May 2015-Present

- Assist customers with choosing appropriate tires for their vehicles
- Strong product knowledge allowed for successful upselling
- Responsible for informing customers membership benefits and incentives tied to Costco credit card
- Recognized 4 times for exceeding monthly memberships sign-up targets

Here you list the jobs that related directly to the position you are applying for, the most recent job is listed first.

- ✓ State the position name, business name, and dates of employment
- ✓ List a few details of the job that pertain to the job you are applying for. Only include relevant information.
- ✓ Numbers and examples are an effective way to prove your ability

Cashier | Walmart | Charleston, SC 2014-2015

- Accurately handled cash and card transactions averaging \$10,000 per shift while consistently maintaining a balanced float
- Quickly and efficiently processed sales by memorizing frequently sold produce codes combined with quick and accurate data entry skills
- Shared benefits of Walmart's credit card at every transaction, with a 51% sign up rate

If you have jobs unrelated to the one you are applying for, list them here.

- ✓ State the position name, business name, and dates of employment
- ✓ No need to include details of these jobs

OTHER EXPERIENCE:

Lifeguard | Cannon Street Centre | Charleston, SC Seasonal 2014

Hostess | Gilligan's Seafood | Charleston, SC 2013-2014

Landscaper | Pines Landscaping LLC. | Charleston, SC April-August 2013

EDUCATION:

Bachelor
Liberty University, Columbia, SC 2015 – June 2017

List your education in reverse chronological order (most recent first)

High School Diploma
Burke High School, Charleston, SC 2011-2014

List the name of the program/degree first, then the school, city, prov. Date of completion on the right of the page across from program

- ✓ Prepare 3 references, preferably local (2 work references, 1 college professor)
- ✓ Contact each reference: ask permission and confirm contact information
- ✓ List the name, title, company, city, and phone number of your reference.