



Sample Chronological Resume

Julianne Lastname

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Brooklyn, New York 11221

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CAREER OBJECTIVE: Seeking a challenging administrative position that will utilize my working skills, experience and education.

WORK EXPERIENCE:

Olsten / Staffing

Administrative Assistant

Brooklyn, New York
November, 2010 – April 2015

- Entered client and order information into customer database.
- Obtained, organized, and filed company documents as needed.
- Received and dispatched incoming phone calls to staff.
- Composed and submitted monthly inventory reports.

Burns International Security

Security Guard

New York, New York
June, 2010 – November 2010

- Informed visitors and residents of the procedures of the facility.
- Documented and filed inspections and drills.
- Scanned Visitors to ensure safety.
- Inspected and monitored facility via camera and patrol.

Banana Republic

Stock Clerk

New York, New York
December, 2009 – May, 2010

- Organized and stocked products for inventory.
- Provided customers with pricing on merchandise and services available.
- Priced, metered, and checked items for safety.

EDUCATION:

The College for Technology – TCI
Associate Degree in Office Technology

New York, New York
May, 2008

ARC Training Center
Business Administration And Software Certificate

Bronx, New York
September, 2005

SPECIAL SKILLS:

Microsoft Office, Type 65 WPM, SAP, Customer Service, Basic HTML, Organization and Filing,
Operating Office Machines