Example of a chronological resume - Most common format for recent college graduates

Sharon Black

555 W. 13th Street, Apt. 11-A New York, NY 10011 (212) 555-5555 <u>blach@aol.com</u>

EDUCATION: Anticipated Bachelor of Arts May 2007

Major: Business & Computer Science

SUNY Albany, Albany, NY

KEYWORD

PROFILE: Brochure Design Advertising

Prospecting Telemarketing

Electronic/Manual Filing Systems Management Reporting Microsoft Office (Word, Word Perfect 6.1, Excel) Windows 95/98/XP

Lotus 1-2-3

OBJECTIVE: Entry-level position in Sales/Marketing, Customer Services or related areas.

EXPERIENCE: Internship - Membership Services & Sales Summer 2006

The Boys and Girls Club, New York, NY

• Contributed to the increase membership sales for nursery education and program classes by 23%

- Actively canvassed prospective and current members
- Educated new members about payment plan options
- Processed membership registration for prospective and current members

Administrative Assistant

2004-2005

Scaffolding, Inc., New York, NY

- Maintained executive meeting schedule and travel arrangements
- Coordinated client and interoffice files and paperwork
- Managed distribution in a Lotus 1-2-3 database
- Met and greeted clients

LEADERSHIP

EXPERIENCE: Chairperson, Live for Life Walkathon Spring 2006

President, Phi Mu Sorority, SUNY, Albany, NY

2005 - 2006

President, Student Board of Governors, SUNY, Albany, NU

2005 - 2006