

Sample Chronological Resume

William Smith
1234 Main Street
Ann Arbor, MI 48104
(734) 555-1234
Email Address

- Objective** A position as an auditing clerk.
- Education** Washtenaw Community College, Ann Arbor, MI
A.A.S. Degree in Accounting, December 2008
GPA: 3.2
Related courses: Accounting I and II
Business Computer Systems
Computerized Accounting
- Skills** Technical: Microsoft Word and Excel
Peachtree Accounting Systems
10-key calculator
General: Good organizational skills
Attention to detail
- Related Work Experience** Accounting Clerk, Acme Industries, Ann Arbor, MI
December 2006 - present
Receive daily receipts from sales staff and post in appropriate ledgers.
Prepare daily bank deposits, maintain inventory records and initiate purchase orders. Process all expense reports for the organization.
- General Work Experience** Retail Clerk, XYZ Department Stores, Ann Arbor, MI
January 2005 - November 2006
Prepared merchandise, operated sales counter and directed employees for opening and closing of the store. Advised, trained and evaluated five new employees in effective sales techniques.
- Cashier, Joe's Grocery Store, Ypsilanti, MI
February 2002 - December 2004
(Full time during the summer; part time during the school year.)
Operated electronic register, responsible for customer contact. Also assisted in stock work.
- Other Accomplishments** Treasurer, Future Accountant Association, 2006 - present.
Proficient in Spanish.
- References** Available upon request.