

# Chronological Resume Sample



## ANJALI BASU

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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 | Courtenay, BC 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 | Courtenay, BC 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** | A1 Recreation Centre | Toronto, ON Seasonal 2014

**Hostess** | May's Diner | Ottawa, ON 2013-2014

**Landscaper** | Jo's Landscaping Ltd. | Ottawa, ON April-August 2013

## EDUCATION:

**Post Degree Diploma in Global Business Management**  
North Island College, Courtenay, BC 2015 – June 2017

**Bachelor of Commerce**  
City University, Ottawa, ON 2011-2014

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

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

## REFERENCES AVAILABLE UPON REQUEST

- ✓ 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.