

SAMPLE: CHRONOLOGICAL RESUME



Business Career Services

Anita Job

Campus Address

123 Tiger Lane
Columbia, MO 65201
Mobile: (573) 555.3697

Permanent Address

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St. Louis, MO 63118
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Education

University of Missouri - Columbia
Bachelor of Science, Business Administration
Emphasis: Marketing
Expected: May 2009
GPA: 3.5/4.0

Work Experience

- (8/06 – Present) **Wal-Mart Super Center**, *Customer Service Manager*, Columbia, MO
- Promoted to Customer Service Manager in December 2006
 - Trained 40 new cashiers on technical job knowledge and Wal-Mart store policies
 - Balanced daily cash drawers containing amounts in excess of \$3,000
- (5/06 – 8/06) **Build-A-Bear Workshop**, *Marketing Intern*, Saint Louis, MO
- Organized store inventory to maximize store sales and customer satisfaction
 - Increased St. Louis Galleria store sales by \$5,000 in three months by designing new marketing materials
 - Resolved customer concerns by providing prompt and friendly service

Leadership, Honors, and Awards

- (3/04 – Present) **Big Brothers Big Sisters**, *Volunteer*, Columbia, MO
- Mentored youth in a daily after-school program
 - Organized activities for 15 volunteers
- (2/03- Present) **Alpha Kappa Psi**, *Professional Business Fraternity*
- Vice President of External Relations, Fall 2005
 - Directed weekly meetings of 75 members or more
 - Designed team building exercise to increase member participation

Dean's List, 4/4 semesters
Marketing Forum, 2004 Treasurer