



## Simple Chronological Resume

*From 'The Quick Resume and Cover Letter Book'*

**Michael Farr, Career and Job Search Author**

This chronological resume is a simple one, but it works in this situation because Judith is looking for a job in her present career field, has a good job history, and has related education and training. Note that she wants to move up in responsibility and emphasizes the skills and education that will help her do so.

One nice feature is that this job seeker put her recent business schooling in both the education and experience sections. Doing this filled a job gap and allows her to present recent training as equivalent to work experience. This resume also includes a "Strengths and Skills" section, where Judith presents some special qualifications and technical skills.

### **Judith J. Jones**

**115 South Hawthorne Avenue**

**Chicago, Illinois 66204**

**tel: (312) 653-9217**

**email: [jj@earthlink.com](mailto:jj@earthlink.com)**

### **Job Objective**

A position in the office management, accounting or administrative assistant area, requiring initiative and the ability to multitask.

### **Education and Training**

- Acme Business College, Lincoln, IL  
Graduate of a one-year business program.

- John Adams High School, South Bend, IN  
Diploma, business education.

- U.S. Army  
Financial procedures, accounting functions.

- Other  
Continuing-education classes and workshops in business communication, spreadsheet and database applications, scheduling systems and customer relations.

### **Experience**

- 2003-present -- Claims Processor, Blue Spear Insurance Co., Wilmette, IL. Process customer medical claims, develop management reports based on created spreadsheets and develop management reports based on those forms, exceed productivity goals.

- 2002-2003 -- Returned to school to upgrade business and computer skills. Completed courses in advanced accounting, spreadsheet and database programs, office management, human relations and new office techniques.

- 1999-2002 -- E4, U.S. Army. Assigned to various stations as a specialist in finance operations. Promoted prior to honorable discharge.
- 1998-1999 -- Sandy's Boutique, Wilmette, IL. Responsible for counter sales, display design, cash register and other tasks.
- 1996-1998 -- Held part-time and summer jobs throughout high school.

### **Strengths and Skills**

Reliable, hardworking and good with people. General ledger, accounts payable and accounts receivable. Proficient in Microsoft Word, WordPerfect, Excel and Outlook.

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