

SAMPLE CHRONOLOGICAL RESUME

Hunter S. Jobseeker

12013 Future Drive #221
New York, New York 10019

Residence (305) 555-1212
Message (305) 555-1213

OBJECTIVE: Marketing, public relations or sales position with a medical equipment company

SALES EXPERIENCE

March 1993 to Present

Commissioned Salesperson—Fine Jewelry

Macy's Department Store, New York, New York

Sell men's and women's jewelry, develop positive customer relations, provide sales promotion support for upper management, and maintain a product inventory worth up to \$3 million.

Achieved 100 percent or more of sales quota since employed

May 1990 to November 1992

Commissioned Salesperson—Men's Suits

Barney's, New York, New York

Sold men's suits, established customer relations, handled staff scheduling duties, and ordered merchandise. Kept track of market trends and effectively reformatted the store's accounting system as it pertained to this department.

Ranked first, second, or third in every sales program during period of employment.

ADDITIONAL EXPERIENCE

June 1987 to November 1989

Part-time and summer employment experience: Zoo Worker, Bronx Zoo, New York, summer 1987

Word Processor and Medical Records Assistant, Mercy Hospital, New York, September 1987–November 1989

EDUCATION

Bachelor of Arts in Biology—December 1989

Columbia University

GPA: 3.5/4.0

ACTIVITIES

Vice President 1989, Social Chair 1987, Pi Beta Phi Sorority