

## **CHRONOLOGICAL RESUME**

*JANE DOE*  
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**OBJECTIVE:** Computer related internship or part-time position

**EDUCATION:** University of Wisconsin-Milwaukee  
Bachelor of Science  
Major: Computer Science  
Sophomore Standing

**COMPUTER SKILLS:** Microsoft Word, Excel, and Access, Paint Shop Pro, Corel Draw,  
internet applications, basic html

**HONORS/ACTIVITIES:** \*Recipient of ABC Scholarship  
\*Dean's List, 2 semesters  
\*Golden Key National Honor Society  
\*Coach Little League Softball Team  
\*Active in Big Sisters of Milwaukee

**RELATED EXPERIENCE:** Computer Lab Monitor 2000-Present  
University of Wisconsin-Milwaukee  
\*Supervise use of computer lab by students and faculty.  
\*Provide assistance to users.  
\*Perform general maintenance on the systems' hardware  
and software.

**CUSTOMER SERVICE EXPERIENCE:** Sales Associate/Cashier 1998-2000  
XYZ Office Supply Milwaukee, WI  
\*Provided excellent customer service.  
\*Answered customer questions and totaled purchases.  
\*Balanced cash drawer accurately on regular basis.  
\*Organized merchandise on shelves and stocked  
as needed for the week.

Server/Cashier 1997-1998  
Fast Freddy's Milwaukee, WI  
\*Provided customer service.

- \*Worked within a fast paced team oriented environment.
- \*Trained new employees.
- \*Balanced cash drawer.

**REFERENCES:** Available upon request

Z: <http://www.uwm.edu>