

SAMPLE CHRONOLOGICAL RESUME

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Objective

To work as a front desk clerk in the hotel industry

Summary of Qualifications

Recent experience as a front desk clerk

- Strong interpersonal skills manifested in excellent customer service
- Team player who contributes positively to a team environment
- Enthusiastic and willing to learn new skills

Employment History

Front Desk Clerk

Sleep Inn, St. Louis, MO

2002-2004

- Processed reservations by telephone and in person, assigned rooms and assisted customers with their needs and requests
- Worked on internal computer program posting room charges
- Assisted co-workers in their areas of work as needed

Waitress

Joe's Burger Palace, St. Louis, MO

2001-2001

- Served customers through taking, placing and delivering food orders in a prompt and friendly manner in a busy environment
- Worked overtime as needed and requested by employer

Education and Certification

Diploma, Ritenour High School, St. Louis, MO

2001

FoodSafe

2001

Serving it Right

2001

Volunteer Involvement

Crisis line volunteer

2003-2004

Canvasser for American Cancer Society

2001

References available upon request.