

## SAMPLE CHRONOLOGICAL RESUME

JANE JOBSEEKER  
Los Angeles, CA  
(213) 123-4567  
jjobseeker@gmail.com

### SUMMARY

Energetic, well-organized and detail-oriented Administrative Support Professional with over ten years of experience encompassing office management, personnel administration and executive support.

- Resourceful, highly motivated professional with excellent communication skills.
- Proven ability to manage time effectively, meet deadlines and coordinate multiple tasks simultaneously.
- Type 60 wpm, perform data entry at 10,000 kph and proficient in Windows, MS Access, Excel, PowerPoint, Word, WordPerfect, Internet and E-mail.

### EMPLOYMENT HISTORY

**Executive Secretary**, ABC Corporation, Los Angeles, CA (2005 - 2012)

- Successfully managed administrative operations for two regional vice presidents.
- Developed and maintained executive calendar; scheduled monthly staff meetings, client conferences, and business functions including annual mixer consisting of 400 local business representatives.
- Coordinated international and domestic travel arrangements, developing relationships with agents to obtain competitive rates resulting in annual travel cost savings of 25%.
- Accurately typed business correspondence and hundreds of statistical reports, personnel and legal documents.
- Worked effectively with international customer base, providing support to more than 50 sales representatives.
- Successfully established client tracking system of more than 6,000 accounts and provided implementation training to management, sales, and clerical personnel.
- Accurately compiled numerous product catalogues as appropriate to current market.
- Successfully organized 22 trade shows and prepared 40 product demonstrations, exceeding supervisor's expectations.
- Effectively coordinated 28 teleconference meetings and operated all equipment.

**Senior Administrative Assistant**, XYZ Incorporated, Los Angeles, CA (1999 - 2005)

- Provided administrative functions for five senior level employees.
- Revised and maintained personnel record keeping system, increasing efficiency by 25%.
- Conducted numerous new hire orientations: processed personnel paperwork, coordinated countless enrollments and change of status forms for health, life and worker's compensation insurance.
- Developed working knowledge of labor laws and unemployment and worker's compensation filing.
- Quickly responded to written and verbal inquiries regarding corporate employment records.
- Trained 12 administrative support personnel, enhancing skill level and decreasing turnover rate by 15%.
- Created filing and data retrieval systems to maintain hundreds of confidential records.
- Researched benefit packages to secure improved services, resulting in increased employee satisfaction and decreased monthly expenditures.
- Ensured personnel records and policies were in compliance with federal, state, and local laws.
- Worked closely with payroll department to ensure timely issuance of employee wages.

### EDUCATION

Associate of Arts, Los Angeles Trade Tech College, Los Angeles, CA (December 2004)

John Wilson, Career Services Specialist  
jwilsonjr@mtsac.edu  
(909) 274-4644

## SAMPLE FUNCTIONAL RESUME

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### OBJECTIVE

A challenging position and active involvement in a progressive organization offering the opportunity to fully utilize proven administrative and communication skills in the area of Human Resources Support.

### AREAS OF EFFECTIVENESS

#### Administrative Support:

- Computer Skills: MS Word, Excel, PowerPoint and Access, Internet and Email.
- Accurately type 55 W PM, perform data entry 10,000 KPH, and operate 10 key by touch.
- Type business correspondence, statistical reports, and personnel and legal documents.
- Design and execute computerized tracking systems to generate monthly, quarterly and annual reports.
- Manage multi-line phone systems demonstrating professional etiquette in fielding calls and taking accurate messages.

#### Human Resources Expertise:

- Extensive knowledge of labor laws and unemployment and worker's compensation insurance.
- Conduct new employee orientations and process personnel paperwork.
- Respond to written and verbal inquiries regarding corporate employment records.
- Revise and maintain personnel record keeping systems.
- Coordinate enrollments and change of status forms for health, life and worker's compensation.
- Ensure personnel records and policies are in compliance with federal, state, and local laws.
- Work closely with payroll department to ensure timely issuance of employee wages.

#### Analytical and Communication Skills:

- Communicate company policies and provide information regarding benefit options and coverage.
- Interpret rules and regulations and identify deviations from standard procedures.
- Research benefit packages to identify competitive programs.
- Act as a liaison between management and staff.
- Compile and analyze information and tabulate data for statistical reports.

### PROFESSIONAL EXPERIENCE

Executive Secretary, ABC Corporation, Los Angeles, CA (05/2005 - 05/2011)  
Administrative Assistant, XYZ Incorporated, Los Angeles, CA (01/1999 - 04/2005}

### EDUCATION

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## **RESUME LENGTH**

- Resumes should be customized for each position applied for.
- The length of the resume will depend on the amount experience you have and the job description.
- Resumes should cover the requirements listed in the job description.
- Most resumes are one to two pages, some are longer based on experience, job specifications, and job requirements.

## **WHAT TO INCLUDE ON A RESUME**

- Name, City, Telephone Number, Email Address, and Social Media URL (LinkedIn, Facebook)
- Summary Statement or Objective Statement
- Skills
- Experience
- Education
- Accomplishments (How Many or How Much #, %, \$)
- All resumes should be customized to the position that you are applying for.

## **OBJECTIVE/SUMMARIES**

Objectives and summaries are opening statements. The purpose of an opening statement is to grab the employer's interest by telling him/her something about your specific qualifications and what kind of job, specific position or area you are interested in.

Alternative headings can include:

Objective, Summary, Profile, Qualifications, Mission Statement

## **SAMPLES OF OBJECTIVE STATEMENTS**

Well-organized multi-tasker seeking a position in Human Resources offering the opportunity to utilize proven recruitment and interviewing skills to assist in meeting staffing objectives.

Solution oriented and innovative Software Programmer/Analyst seeking an opportunity to contribute proven project management and technical expertise to ensure highest operating efficiencies, reliability and quality performance standards to meet emerging technological needs.

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## SAMPLES OF SUMMARY STATEMENTS

### 1) SUMMARY

Resourceful and innovative with eight years of experience in installation, maintenance and performance testing of commercial computer systems. Major strengths include analytical, problem-solving and technical skills. Proven ability to work effectively both independently and in a team environment.

Dynamic, determined, and dedicated Public School Administrator with several years of experience seeking an opportunity to manage change and transformation at ABC High School. Strengths include motivating and inspiring employees; partnering with community organizations and businesses; and strategic planning leading to exceptional academic achievement and improved performance.

### 2) PROFILE

- Results oriented business professional with over 10 years of experience in marketing-related areas.
- Extensive experience in program development, advertisement and consumer relations.
- Expertise includes developing and implementing marketing plans for video technical applications, network products and equipment.
- Excellent negotiation and leadership skills.
- Bilingual in English and Japanese.

### 3) QUALIFICATIONS:

- Over 5 years in residential and commercial property management.
- Possession of California Real Estate License.
- Possession of CAM certificate for Residential Property Management.
- Recipient, Southern California Property Manager's Award of Excellence.
- Read, write and speak fluently in both English and Spanish.

## RESUME BUILDER

### STEPS TO DEVELOPING YOUR COMPETITIVE RESUME

1. Prepare your Contact Information
  - Name
  - Address (City, State)
  - Phone Number
  - E-mail Address
  - Web Site or Social Media URL (LinkedIn)
2. Prepare your Opening Statement
  - Objective or Summary Style
3. Prepare your Employment History information
  - Position Title
  - Company Name
  - City, State
  - Dates of Employment
4. Identify and create bullet statements for your marketable skills
  - Skills (data, people, things, and technical)
  - Accomplishments
5. Choose your resume format
6. Prioritize and organize your bullet statements based on chosen resume format
  - Statements may be organized by employment history/position held
  - Statements may be organized by functional (areas of effectiveness) or supplemental skill
  - Headings may include functional area such as Administrative Support, Human Resources, Communication Skills or supplemental titles such as Technical Skills, Computer Applications, Achievements
7. Prepare your Educational/Training/Career Development information
8. Add any relevant Affiliations/Activities/Awards/Community Involvement (unless

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included in your experience section)/Military Experience

9. Prepare your resume draft
10. Proofread and review your resume  
**Ask at least 3 people to proofread your resume**
11. Make necessary corrections
12. Give copies of your completed resume to:
  - Your network
  - Your references