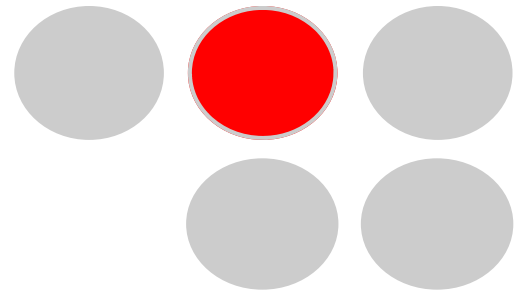


# Chronological Résumé Sample



## Sally Simpson

542 Locust Ave. #6  
Edwardsville, IL 62025  
ssimpson@siue.edu  
Cell #: 555-555-1234

### Education

Southern Illinois University Edwardsville  
Bachelor of Arts in Psychology  
Minor: Sociology

Edwardsville, IL  
Expected: May 2013

### Employment History

Administrative Assistant  
Law offices of D&D

June 2009 – August 2012  
Sinclair, IL

- Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.
- Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.
- Operated and maintained office copier and fax machine.

Server  
Johnnies Grill and Pub

January 2008 - June 2009  
Blissfield, IL

- Provided above average customer service by maintaining a positive attitude, high energy, and friendliness during each interaction with customers.
- Exercised conflict resolution skills on a weekly basis by negotiating resolutions with unsatisfied diners.
- Successfully trained and educated new servers about all aspects of the position to ensure a smooth transition into the server team.

### Volunteer Experience

- The Human Fund
- American Pet Association

### Computer Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Introductory experience with Adobe Photoshop

# SIUE

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0281 Student Success Center

618-650-3708

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