

## The Chronological Resume

A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. This type of resume works well for users who want to highlight their work history.

### **Your Name**

Your Address

City, State Zip

Phone:

Email:

### **Education**

Columbus State Community College, Columbus OH

Associate of Applied Science, Business Office Applications

June 2012

GPA: 3.5

### **Work Experience**

*Administrative Assistant*, Office of General Services, Columbus, OH

2012 - Present

- Supervise staff, rotate assignments and cross train staff to ensure a team effort for continued office production
- Work as part of a team to analyze production problems, study workload versus production, equipment, and manpower
- Liaise between OGS Central Printing and technical staff from printing supply companies

*Department Secretary*, Office of General Services, Columbus, OH

2008-2012

- Coordinated and organized activities of office staff to ensure proper functioning of district office operations
- Drafted, edited and typed correspondence
- Maintained office calendar, scheduled meetings, and made all travel arrangements

*Stenographer*, Health Department, Columbus, OH

2005 - 2008

- Transcribed and typed letters, memos and reports from Dictaphone
- Answered telephone inquiries
- Setup and maintained file system

### **Honors & Additional Skills**

- Made Dean's List 3 consecutive semesters: Summer 2011, Autumn 2011, Spring 2012
- Graduated with Honors (Cum Laude)
- Microsoft Office
- Fluent in Arabic and Spanish

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**Your Name**

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City, State Zip

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Email:

**Education**

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**Work Experience**

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**Honors & Additional Skills**

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