

Improved Chronological Resume Example

Jack B. Smith
1110 S. North St.
Sometown, IN 47000
Phone: (317)555-0101
FAX: (317)555-1100
E-MAIL: jacksmith@serv.com

Education:

Ace Business College, Chicago, IL
Major: Business Management (Honors Degree)
Minor: Business Communications

Experience:

1987-present: In addition to continuing work duties, returned to college and completed degree in computer science. Acquired knowledge in Macintosh computer use. Developed several new programs utilized in the workplace.
1980-1987: Joined Whatnot Manufacturing, Windfall, IN, as a general laborer. Revised existing layout system for production line schedule, which increased productivity by 15 percent. Promoted to shift supervisor after 20 months of employment.
1978-1980: Assigned to various duties with United States Army in Europe. Supervised supply records section and conducted post-community relations duties. Initiated a liaison position responsible for maintaining positive relations with community leaders of a town near the military base.

Other:

Experienced public speaker with ability to address large groups of people and communicate highly technical information.