

Sample Chronological Résumés

Use the following two sample Chronological Résumés as a guide. Review the JobSearch Guides: *How to Write a Résumé and Components of a Résumé.*

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Job Objective

Customer Service representative with a major bank or lending institution. A position utilizing leadership, communication and analytical abilities.

Summary of Qualifications

- Adept in areas of financial transactions and sales.
- Skilled in office procedures, bookkeeping and banking operations.
- Proficient in the operation of office equipment and computers.
- Trained in Quicken, Quick Books, Microsoft Word and Excel and Tax Cut (a computer accounting system).
- Excellent oral and written communication skills.

Professional Experience

Bookkeeper/Administrative Assistant, Henry Construction Company, Anytown, VA, 2010 - present

- Maintain all financial records of company.
- Manage accounts receivable, payable, employee payroll and ^{financially} ~~an~~



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