

****Sample Chronological Resume**

Jane Doe

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256-593-1234

Summary of Qualifications:

- Design and facilitate technology trainings for various constituencies
- Advanced knowledge of computer applications including MS Office, C++, and Perl

Education:

Auburn University, Auburn, AL May 20XX (anticipated)

Degree: Bachelor of Science in Computer Information Systems, IS concentration

GPA: 3.65/4.00

Snead State Community College, Boaz, AL

Fall 2009-Spring 2010

Earned 21 credits, general studies

Relevant Coursework:

Business Programming

Systems Analysis

Networking

Assembly Language

Database Systems

Operations Management

Major Project:

“An Analysis of Verbal Typography by FaceBook Users as Entering Freshmen” Research project for Senior Capstone course. This was a mixed-methods effort using frequency pattern analysis and content structures coding.

Relevant Employment Experience:

Computer Assistance Center, Auburn University, AL

May 2010 to Present

User Support Specialist

- Train, troubleshoot and problem solve for network users
- Install various applications, including Windows XP, NT, 98, MS Office
- Virus eradication and conduct upgrades
- Run data reports based on queries

Morrison’s Mac World, Boaz, AL

January to May 2010

Customer Service Clerk

- Assist customers in selecting computer systems
- Demonstrate various applications to customers
- Provide general office support

Additional Employment:

First United Church, Boaz, AL

2004 to 2009 (summers)

Youth Activities Director

- Plan weekly activities for ages 6 to 12
- Organize monthly field trip (museums, playground, bowling, etc.)
- Supervise annual fund raiser (bake sale/car wash)

Skills:

- Microsoft Office (all applications, including PowerPoint, Excel, Word)
- Programming: VisualBasic, C++, Java, ColdFusion, Adobe, PhotoShop