

SAMPLE CHRONOLOGICAL RESUME

IVANABE W. BUFFET

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PROFILE

- Proven ability to manage multifaceted projects within a limited time frame.
- Extensive experience providing top quality customer service.
- Excellent written communication skills and ability to work with a team.
- Flexible and able to solve problems in a dynamic environment.

EDUCATION

Pacific Lutheran University, Tacoma, WA
Bachelor of Business Administration, with an emphasis in Marketing
Communication Minor, degree anticipated May 2005

University of Lancaster, Lancaster, England
Semester abroad, 9/2004-12/2004

EXPERIENCE

- 6/04-Present **Marketing Intern**, State Farm Insurance Regional Office, Tacoma, WA
Coordinate and manage direct marketing campaign. Research and analyze market trends and local demographics; compile information for presentation to local agents. Manage the Puget Sound Radio Advertising campaign.
- 8/03-6/04 **Event Coordinator**, Career Development, PLU, Tacoma, WA
Organized and coordinated the autumn career fair and spring internship fair. Supervised other student workers, drafted invitations to employers, responded to requests and questions, and advertised the event to students.
- 9/01-8/02 **Office Assistant**, Office of the Registrar, PLU, Tacoma, WA
Responded to requests for information and other inquiries. Entered student information into the database and maintained student records.
- 9/99-9/01 **Sales Associate**, Nordstrom, Walnut Creek, CA
Provided excellent customer service to store customers. Assisted the customers in locating the desired items. Organized and maintained store merchandise.

AWARDS AND HONORS

- Buchanan Business Scholarship Recipient 2001-2002
- National Dean's List Recipient 2002-Present
- Q-Club Scholar 2001-Present

ACTIVITIES AND ORGANIZATIONS

- Member of the American Marketing Association 2002-Present
- PLUS Business Member 2001-Present
- Vice President of the International Business Club, PLU 2001-2002

Use this format when your experience logically builds towards the position you want.

Include relevant academic work.

List experience in reverse chronological order.

Describe current position in present tense.

Describe former positions in past tense.

Be consistent with spacing, punctuation and bolding.