

Simple Chronological Resume Example

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Job Objective

Desire a position in office management, personnel services or labor relations. Prefer a position requiring multiple responsibilities and a variety of tasks.

Education & Training

- Ace Business College, Chicago, Ill. - Graduate of a two-year management training program with emphasis on labor management studies.
- Benjamin Franklin High School, Windfall, Ind. - General studies diploma with emphasis on business-related studies.
- U.S. Army - Inventory & supply control.
- Other - Continuing education classes and workshops in business communications, customer relations and marketing.

Experience

- 1987-present: Returned to college to continue education and complete degree work. Learned to operate word processing and data entry equipment.
- 1980-1987: Shift supervisor, Whatnot Manufacturing, Windfall, Ind. Managed a production staff of six people and maintained inventory records of shift production.
- 1978-1980: U.S. Army. Assigned to various stations.

Personal

I am considered reliable, hardworking and good with people.