

# SAMPLE CHRONOLOGICAL RESUME

## Susan Smith

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### Objective

To work as a front desk clerk in the hotel industry

### Summary of Qualifications

Recent experience as a front desk clerk

- Strong interpersonal skills manifested in excellent customer service
- Team player who contributes positively to a team environment
- Enthusiastic and willing to learn new skills

### Employment History

#### Front Desk Clerk

Sleep Inn, St. Louis, MO

2002-2004

- Processed reservations by telephone and in person, assigned rooms and assisted customers with their needs and requests
- Worked on internal computer program posting room charges
- Assisted co-workers in their areas of work as needed

#### Waitress

Joe's Burger Palace, St. Louis, MO

2001-2001

- Served customers through taking, placing and delivering food orders in a prompt and friendly manner in a busy environment
- Worked overtime as needed and requested by employer

### Education and Certification

Diploma, Ritenour High School, St. Louis, MO

2001

FoodSafe

2001

Serving it Right

2001

### Volunteer Involvement

Crisis line volunteer

2003-2004

Canvasser for American Cancer Society

2001

**References available upon request.**