

Chronological Resume—Sample A

VANESSA MILLER

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OBJECTIVE A position in the management training program at Target

EDUCATION

B.S. Degree, Marketing May 20xx
Utah State University, Logan, UT 3.45 GPA
Spent fall semester 20xx studying in Barcelona, Spain. Wrote report comparing customer service practices in the US and Spain

RETAIL/SALES WORK EXPERIENCE

Retail Associate Intern, The Buckle, Logan, UT, May 20xx to Present

- Demonstrated effective sales skills and achieved monthly sales award twice
- Provided excellent customer service by phone and in person
- Resolved customer complaints including tracking lost items
- Selected to lead inventory team

Account Manager, Good Luck Rent-a-Car, Chicago, IL, Summer 20xx

- Frequently served as store supervisor in the manager's absence
- Developed 26 new corporate accounts
- Trained 12 employees in rental procedures and liability issues
- Developed database in Access to track frequency of customer usage

MARKETING SKILLS

Survey Research	Graphic Design
Retail Sales	Marketing Audits
Data Analysis	Campaign Management
Report Writing	Internet Research

LEADERSHIP/SERVICE

Member, Spanish Club, USU, Logan, UT, 20xx to Present

- Traveled to Mexico City to perform service at local orphanage

Volunteer, Pasadena, California, January 20xx to December 20xx

- Developed strong work ethic by working 12 hours a day to meet specific goals
- Supervised four to ten volunteers
- Attained written/verbal fluency in Spanish; refined public speaking skills

Volunteer, Boys & Girls Clubs of America, Logan, UT, 20xx to 20xx

- Planned activities and assisted with homework for 24 elementary students

Translator, Valley Hispanic Center, Logan, UT, May 20xx to March 20xx

- Translated documents into English for native Spanish speakers
- Developed relationships with inter-community agencies

Chronological Resume—Sample B

BRADY SMITH

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ENTRY-LEVEL AEROSPACE ENGINEER

EDUCATION

M.S. Degree, Aerospace Engineering May 20xx
Purdue University, West Lafayette, IN 3.7 GPA

B.S. Degree, Mechanical Engineering May 20xx
Utah State University, Logan, UT 3.4 GPA
Passed FE Exam, November 20xx

AEROSPACE WORK EXPERIENCE

Tool Design Intern Summer 20xx
ATK Thiokol Propulsion Promontory, UT

- ❖ Re-designed several tools for the Nozzle Work Center
- ❖ Performed extensive modeling and finite element analysis using I-DEAS; completed a thermal analysis
- ❖ Presented results of projects to department manager and co-workers

Mechanical Engineering Intern May 20xx – June 20xx
Space Dynamics Lab Logan, UT

- ❖ Completed thermal/structural modeling and finite element analysis
- ❖ Conducted research on various launch requirements; coordinated the drawing package on a satellite
- ❖ Assisted with the Incident Energy Magnitude and Direction Sensor project

ENGINEERING PROJECTS

- ❖ Participated on team of four to design flight mechanics of aircraft that took first place in national student competition
- ❖ Served as team leader for group project analyzing incompressible flow over finite wings
- ❖ Completed a conceptual design and technical report of a theoretical imaging satellite in LEO

COMPUTER SKILLS

MathCAD	Solid Edge	I-DEAS
C++	Fortran	MATLAB
Lab VIEW	Maple	Microsoft Office

ACHIEVEMENTS & ACTIVITIES

Engineering Ambassador, Utah State University

Activities Committee Chairperson, AIAA

Recipient, Science Academic Achievement Award, Utah Valley University

Volunteer Math Tutor, Utah State University

Willing to Relocate and Travel