

Sample Chronological Résumé

JOHN SMITH
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Objective: To achieve a professional position in state service, such as Staff Services Analyst, in the area of Personnel Management.

Professional Experience:

- August 20, 1990 to Present

Personnel Services Specialist I, Personnel Management Division, Board of Equalization

Responsible for the personnel transactions of approximately 330 employees: calculating NDI benefits for affected employees; processing a variety of benefit forms, salary advances, employment verifications, retirement system changes, docks, overtime, and garnishments; reconciling pay and attendance; clearing certifications; and providing input data for the vacancy report.
- October 1989 to August 1990

Word Processing Technician B, Local Tax Unit, Board of Equalization

Responsible for typing letters to taxpayers for eight Tax Auditors, five Associate Tax Auditors, and the Unit Manager; maintained the Unit Vacancy Statistical Report; trained new word processing staff; implemented online telecommunications between the unit and the Information Management Division; and booted the appropriate glossaries into the telecommunications system.
- March 1989 to October 1989

Office Assistant (Typing), Contracts Group Office, Employment Development Department

Responsible for training all new clerical staff, writing the procedures for the clerical manual, inputting contract data into computer, retrieving monthly reports for the professional staff from the computer, and creating and editing forms and letters on the word processor.
- September 1987 to March 1989

Production/Sales Coordinator, ARATEX Services, Sacramento, CA

In a large business office setting, responsible for all payroll and personnel paperwork for over 100 employees. Interpreted the Labor Contract to management and union employees, prepared bills for payment, produced the Labor Productivity/Zero Budget report, and produced the group sales statistics for the Assistant General Manager.

Education:

- 1987 to Present

American River and Sacramento Community Colleges
Completed 26 Units in General Education/Management

Courses: Accounting, Business Law, Elementary Algebra, English IA, Personnel Management Techniques, Management Communications, Principles of Real Estate, Business Math, Techniques of Management.

REFERENCES AVAILABLE ON REQUEST