

Chronological Resume Sample

JACK SMITH

555 Merritt Ave W., Wallaceburg, On 123.456.0789

Summary of Qualifications

- **Organisational skills:** Team player
- **Management skills:** responsible for staff up to 12 employees
- **Organised:** multi-task many jobs in busy hospitality environment
- **Computer skills:** Windows, Microsoft Office, and Outlook

Employment History

Richmond St. Place,

Chatham, ON

Kitchen Assistant

2003-present

- Served meals to approximately 45 residents in a retirement resort
- Courteous, friendly service, assisting residents as well as staff
- Maintained a clean and orderly dining room by removing dinnerware, sweeping kitchen
- Sanitized kitchen and properly removed garbage
- Experienced washing dishes

Mochafire,

Chatham, ON

Customer Service

2001-2003

- Responsible for inventory control
- Accountable for bookkeeping and payroll
- Managed staff schedules for 25 employees
- Liaison with customers, assisted with menu choices for banquet functions

Sunwood,

Chatham, ON

Front Desk Clerk

1997-2001

- Maintained an inventory of vacancies, reservations, and room assignments via inbound calls
- Answered enquires regarding hotel services and registration by letter, telephone and in person
- Responded professionally to guests' complains

This is a sample resume. All the information including but not limited to names and locations are fictitious. Use this sample at your own discretion.

Volunteer Work

Cultural Coalition of Chatham-Kent,

Chatham, ON

Volunteer

2001-present

- Receptionist duties during committee meetings
- Coordinated volunteer lists and interests in an organized data base
- Assist at many fundraising events i.e. money collection, decorating, produce flyers

St. Agnes Separate School,

Chatham, ON

Parent Volunteer

2004-2007

- Assist Grade 2 students with reading
- Organize pizza day, collect money and pay vendor

Education

St. Clair College

Chatham, ON

Computer Literacy certificate

2007

St. John's Ambulance

Chatham, ON

First Aid/CPR certificate

2007

Brandon Public Health

Brandon, MB

Food Safety certificate

2001

Mayuk Public High School

Winnipeg, MB

Grade 12 Diploma

1999