



Sample of a Chronological Resume

Full Name

258 Hespeler Rd
Cambridge, ON
N3C 3R3

519-621-0785
xyz@hotmail.com

POSITION

Customer Service Representative

HIGHLIGHTS OF QUALIFICATIONS

- Good communications, telephone manners and customer service skills
- Skilled in planning, coordinating and solving problems
- A supportive team worker, quick to learn, easily adapts to new environments
- Accurate keyboarding and data entry skills
- Proficient in Windows XP, MS Office, Power Point, Excel, Access

SKILLS AND EXPERIENCE**Cashier**

2005 – Present

Food Basic, Cambridge, ON

- Responsibly handled cash sales
- Professionally interacted with customers
- Accurately balanced daily cash in-take
- Organized and maintained a clean work environment

Teacher

1995 – 2005

Visitors School, Zimbabwe, Africa

- Creatively developed lesson plans to best suit student's level
- Excellent ability to multi-task in a busy classroom environment
- Provided after class support to students
- Effectively evaluated and monitored students' needs

Administrative Assistant

1990 – 1995

XYZ Company, Zimbabwe, Africa

- Composed sales and collection letters
- Professionally dealt with distributors and customers
- Scheduled staff appointments and arranged travel plan
- Planned and organized daily work schedules
- Accurately maintained filing systems
- Operated office equipment, photocopier, fax

EDUCATION

Teaching Certificate, Institute of Teacher Training, Zimbabwe, Africa 1994

Bachelor of Arts, University of Harare, Zimbabwe, Africa 1992

References available on request

**YMCA
Employment Services**

ymcaemploymentservices.ca



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**EMPLOYMENT
ONTARIO**

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Hours: Mon to Thurs: 8:30am- 4:30pm, Friday: 8:30am -12:00pm

Building healthy communities