

Name larger than 12pt font & bold.

Arial font used throughout.

SAMPLE CHRONOLOGICAL RESUME

Regina Redbird

Email

Street Address

City, State, Zip

Phone Number

Objective To secure a position as an Assistant Buyer with XYZ Company.

Education

Bachelor of Science Degree - Concentration in Apparel Merchandising and Design, May 20XX
Illinois State University, Normal, IL Cumulative GPA 3.2/4.0

Related Projects: *Optional* – (Describe project in one sentence; identify the skill(s) used and the result in one or two sentences.)

Related Course Work

Optional – (Could consider listing between 3-6 upper level course titles that are supportive/related to the position)

Relevant Experience

Von Maur Normal, IL May 20XX – Present
(Work 15 hours per week during the school year, full-time during seasonal times)

Assistant Manager, Children's Department

- Assist manager with hiring, training and scheduling of department associates
- Assist sales associates with customer complaints and merchandise exchanges and returns
- Design lay out and complete set-up/tear down of window and floor displays
- Collect and compile register data tallies daily

Sales Associate, Men's Department March 20XX-May 20XX

- Assisted customers with product selection and completed point-of-sale transactions
- Performed opening and closing procedures
- Contributed to increased department sales through product knowledge
- Received Employer of the Month Award, March 20XX

JC Penney Peoria, IL Summer 20XX
Intern, (Catalog Department)

- Placed orders and handled customer pick-ups
- Received, organized and entered catalog stock into database
- Answered phone inquires, directed calls to appropriate areas
- Provided front line customer service and handled credit applications

Activities

Apparel Merchandising and Design Association, Member Fall 20XX-Present
President Fall 20XX-Spring 20XX

- Planned and co-coordinated 20XX fashion show
 - Conference Attendee, Fashion Group International, Chicago, IL, Fall 20XX
- Treasurer Fall 20XX-Spring 20XX

Normal Public Library, Volunteer – Just Read Program Fall 20XX-Present

Computer Skills

Apparel CAD, Microdesign, Excel, Access, Word

Identify skills, outcomes / accomplishments when developing your resume.

Use bullet points to highlight key details. Begin each bullet point with a verb.