

# SAMPLE CHRONOLOGICAL RESUME - Business

**Margaret S. Sage**

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**OBJECTIVE: To obtain an entry-level sales position**

## EDUCATION

**B.S. in Business Administration** May 2008

Concentration: Public Relations

Minor: Computer Science

Russell Sage College, Troy, NY

GPA: 3.8/4.0

## SALES (or MARKETING or BUSINESS, etc.) EXPERIENCE

**Public Relations Intern, Progressive Microproducts**, Albany, NY, Month 20xx – Present

- Marketed personal computer hardware and software
- Developed and implemented marketing and advertising strategies
- Participated in six microcomputer trade shows
- Designed and developed educational and entertainment software for personal computers
- Developed peripheral hardware for microcomputers
- Presented material to supervisors and managers on peripheral hardware for inventory control

**Management Trainee, Grand Auto**, Chicago, IL, Month 20xx – Month 20xx

- Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- Implemented parts department reorganization for enhanced work flow
- Communicated with customers and employees
- Revised policy manuals and developed curricula for training sessions
- Supervised and trained sales personnel

**Sales Associate, Consumers Distribution**, San Francisco, CA, Month 20xx – Month 20xx

- Recognized for impressive sales record and received quarterly awards for outstanding performance
- Performed general merchandise sales for large catalog sales store
- Developed in-store and window displays

## RELATED EXPERIENCE

Jobs that may not have sales components to them but provide good qualities related to the job for which you are applying.

## PROFESSIONAL AFFILIATIONS

**Member, American Media Association**, New York, NY, Month 20xx – Present

## COMPUTER AND LANGUAGE SKILLS

**Computer:** Microsoft Word, Access, Excel, HTML, UNIX, C++, Internet, E-mail

**Language:** Fluent in spoken and written Spanish and Russian

## LEADERSHIP EXPERIENCE

**Fundraising Chairperson, Ronald McDonald House**, Albany, NY, Month 20xx – Present

**Member, Russell Sage College Business Club**, Troy, NY, Month 20xx – Month 20xx

## PROFESSIONAL DEVELOPMENT

Related Trainings

## ADDITIONAL EXPERIENCE

**Waitress, Daisy Baker's Restaurant**, Troy, NY, Month 20xx – Month 20xx