

# Sample of a Chronological Resumé

Nancy Burrows

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Victoria, BC V0V 2V0

Phone: (250) 525-5555

Messages: (250) 525-2222

**JOB GOAL: Office Receptionist**

## **WORK EXPERIENCE**

**1997-1999 Office Receptionist**

Fleming Farm Supply, Ltd., Surrey, BC

- Operated seven-line switchboard.
- Greeted visitors and directed them to appropriate offices.
- Mailed information to callers as requested.

**1995-1997 Office Assistant**

Billings Seed & Farm Supply, Surrey, BC

- Typed forms and filed papers.
- Relieved receptionist for breaks and sick days.
- Distributed mail to company departments.
- Faxed and e-mailed documents for department secretaries.

**1994-1995 Office Assistant (Part-time Volunteer Position)**

Cloverdale Rodeo, Cloverdale, BC

- Assisted during organization and staging of the 1995 rodeo.
- Took registrations by phone and fax.
- Provided receptionist duties.
- Mailed information to callers as requested.

## **EDUCATION**

**1994-1995 Buxton Secretarial College**

- Diploma as Office Professional

## **PERSONAL SKILLS**

Courteous and polite; pleasant telephone manner; work well independently or with a team; organized; accurate; have current Level 2 First Aid Certification.

## **REFERENCES**

Available upon request.