

Figure 2; Sample Chronological Resume Format:

VICKI VULCAN

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Objective:

A management trainee position in retail merchandising.

Education:

University of Hawai'i at Hilo

Bachelor of Arts in English
GPA: 3.46

May 2003

Business coursework includes: Financial, Managerial, and Intermediate Accounting; Auditing, Business Law, The Global Economy, Statistics, and Business Writing

Business Skills:

Retail Sales and Sales Management Experience. Bilingual Japanese/English. Conversational Spanish. Proficient in use of IBM-PC; Familiar with Macintosh operating system.. Extensive experience with WordPerfect and Pagemaker.

Experience:

Assistant Manager

ISLAND FURNITURE, Hilo, Hawaii

2000 - Present

- Joined firm as sales associate; rapidly promoted to Assistant Manager.
- Scheduled and supervised a staff of seven employees.
- Increased sales volume by 25% in six months time.

Program Coordinator

NATIVE HAWAIIAN EDUCATION PROJECT, UH HILO

1998 - 2000

- Began as volunteer; selected for promotion to Program Coordinator.
- Trained 15 new volunteers to work with at-risk elementary school children.
- Wrote, compiled and edited a twenty page manual for training volunteers.
- Expanded the program to include five additional elementary schools.

Office Assistant

THOMAS TEMPORARIES, INC., Hilo, Hawaii

1998- 2000

- Provided clerical support for several large corporate offices and law firms.
- Enhanced administrative skills and became proficient in the use of computers.
- Received several offers for permanent employment based on excellent performance.

Honors & Activities:

Deans List

Program Director, UH Hilo Business Investment Society

Contributing Writer, "Ke Kalahea", UH Hilo (Student newspaper)