

Sample Chronological Resume

Lotus Nguyen
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Milwaukie OR 97222
(503) 555-1234

OBJECTIVE: Accounting Clerk position leading to advancing accounting responsibilities

EDUCATION: **Accounting Major**, Portland Community College, 94 - 95
Coursework included: Principles of Accounting,
10-key on Calculators, Lotus 1-2-3, Wordperfect and
Business Communications.

Graduate, Milwaukie High School, 6/94

EXPERIENCE: **Bookkeeper/Sales Representative**, 3/94 - Present
N-Pro Discount Software, Clackamas, OR
Duties included: Bookkeeping, Assisting with Accounts
Payable and Receivable, Sales, Correspondence.

Library Assistant, 10/93 - 3/93
Milwaukie High School, Milwaukie, OR
Duties included: Maintenance of cardfiles and checkout
records, Filing, Typing, Assisting library users.

ACTIVITIES: **Treasurer**, 12/94 - Present
PCC Ski Club, Portland Community College, Portland, OR
Duties included: Collecting dues,
Ordering/Purchasing group ski packages, Bookkeeping.

Volunteer, 5/93 - Present
Youth Service Center, Milwaukie, OR
Duties included: Leading Saturday recreation activities.

INTERESTS: Skiing, Softball, Music

REFERENCES: Available on request.