



## Chronological Resume Format Samples

*The chronological resume format is by far the most familiar in the work place. Unless there is a specific reason that this format does not work for you, (as listed below), you will probably want to choose this layout since it is the most common type.*

*Note: If any of the following situations applies to you, you may want to try a functional rather than chronological format resume:*

- € *Changing Careers*
- € *Employment gaps – time out of the workforce for one reason or another*
- € *Important volunteer experience in your accomplishments that is critical to your credibility which should be better highlighted in your work experience*

## ***Example 1: Chronological Format***

### **MIKE P. BRADY**

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#### **SUMMARY**

Proven Financial Services Executive with extensive experience concentrated in Consumer Banking and Brokerage, specifically: retail branches, business professionals, high net worth clients and new business development. Strong sales and marketing experience implementing growth strategies to leverage cross-selling opportunities. Designed and marketed bank and investment products/services for client acquisition. Impactful people manager and team leader with a very successful track record.

#### **EXPERIENCE**

**LARGE BANK**, City, State

**2010 – XXXX**

##### **Vice President/Managing Director**

Led a team of Bankers, Relationship Officers and Service professionals targeting active wealth clients with \$25MM net worth.

- Generated new business revenue in excess of \$8MM on a base of 250 clients while increasing net revenue to over \$24MM.
- Grew assets to over \$175MM, including deposits, investments and capital market products.
- Increased credit facilities over \$250MM.
- Selected to test new sales management system subsequently rolled out to ST Private Bankers.
- Individually marketed to and acquired accounts of eight high net worth families including two centamillionaires and one Forbes 400 family.

**ANOTHER BANK, (formerly Yet Another Bank)**, City, State

**2005 – 2010**

##### **Senior Vice President** (2008 – 2010)

Managed \$2.5B in assets with six State Private Bank offices and generated \$30MM in revenue, while growing the client base 15 percent to 2,800 accounts. Directed the conversion team merging the Trust Department into the Private Bank.

- Implemented a strategic business plan and opened six branch offices in state.
- Built a cross-sales referral program selling credit, brokerage and retail banking services to high net worth trust clients resulting in incremental revenue of \$10MM.
- Developed and implemented a relationship pricing program resulting in a \$1.2MM increase in incremental fee income.

##### **Senior Vice President** (2005 – 2008)

Built the integration model to establish the bank's brokerage services group in the consumer line and implemented a new sales compensation program to cross-sell investments and bank products.

- Increased sales over \$200MM and net fee revenue over \$45MM while implementing upgrades in compliance and service.
- Introduced allocation modeling in a packaged mutual fund program with first year sales of \$30MM.
- Repositioned brokerage services from an outside broker dealer to an in-house program saving \$1.5MM.
- Increased fee income production per investment consultant from \$120MM to over \$240MM.

**THAT LARGE BANK AGAIN**, City, State

**2000 - 2005**

##### **Sales & Marketing Director** (2003 – 2005)

Directed the branch sales and marketing team promoting Product, a bundled package of investment, banking and credit services targeting business owners, professionals and high net worth branch clients. Developed sales programs that identified Product retail bank prospects. Built three Product branch centers.

- Hired, trained and supervised 30 product registered representatives in eight offices. Created a centralized service team to support the field sales force. First year sales exceeded \$160MM.
- Implemented a marketing strategy introducing the Product brand name. Created and modified marketing literature and managed the budget for the Product launch in State.
- Led project team that designed the operating system to integrate Product into the retail branch network.

**Retail Sales Director** (2000 – 2003)

Merged four different marketplace sales groups into one retail bank sales team.

- Streamlined sales management reporting for the State consumer bank into one monthly branch report.
- Developed quantitative and qualitative sales practices for the State Retail Bank that demanded staff and operational efficiencies within a downsized environment.

**ADDITIONAL RELEVANT EXPERIENCE**

Credit Analyst, ABC Bank, City, State  
Bank Teller, XYZ Bank, City, State

**EDUCATION**

**MBA**, Finance, University, City, State  
**BA**, Political Science, College, City, State

**LICENSES & PROFESSIONAL DEVELOPMENT**

Licenses: NASD Series 7, 24, 63 and 65  
Certified Financial Planning Program, College  
Bank Credit Program

**MEMBERSHIPS**

ST Bankers Association, Expanded Financial Services Committee  
Advisory Board Member ST Hospital  
Board of Directors, ABC Company

## **Example 2: Chronological Format**

**SAM J. FRANKLIN**

713-555-4455

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### **SUMMARY**

Results-oriented IT professional with expertise in Information Resource Management. Exceptional project management experience. Significantly raised productivity levels by applying reengineering methodologies and innovative technology solutions. Proven ability to build strong relationships with staff and clients using negotiation talent, persuasion and demonstrated commitment. Strong leader creating cohesiveness within teams, and motivational skills to drive results in team performance. Technical skills include:

<b>Programming Languages</b>	MicroStrategy 6.0, 7.13, COGNOS, Actuate 4.0, Informatica 5.1, ETL, XML, Silver Stream three.0, PowerBuilder 4.0, 5.0, 6.0, 6.5, 7.0 Visual Basic 3.0, 4.0, 5.0, JavaScript, Java JDK 1.2, HTML, SQL, PL/SQL, C, Assembler, Fortran
<b>Methodologies</b>	OOP (Object Oriented Programming), OOA (Object Oriented Analysis and Design)
<b>Database Systems</b>	ORACLE v.7.x, v.8.x, SYBASE v.10, v.11, MS SQL Server 6.5, 6.0, MS Access
<b>Hardware</b>	UNIX Sun SparcServer 20, SQL Server 6.5, Windows NT 3.5, 4.0 Workstation, IBM mainframe 4381, AS/400
<b>Services &amp; Tools</b>	MS SQL Server 6.5 Suite, MS Visual InterDev, LogicWorks Erwin 2.6, 3.0, PowerDesigner 6.1, MS Visio, MS Group Office, FrontPage 98

### **EXPERIENCE**

**COMPANY NAME**, City, State

**2009 – XXXX**

#### **Director, Solution Delivery**

Developed and maintained client and vendor relationships, coordinated and motivated project teams. Designed and implemented infrastructures, and developed large, object oriented, global enterprise Internet and client server applications including evaluation of technologies. Prepared project plans and resource budgets. Managed six concurrent initiatives, and project teams of over 50 professionals.

- Managed a \$42M 150-person project for a global industrial manufacturing company implementing third-party enterprise applications including PeopleSoft and Oracle.
- Designed and built Java enterprise systems using J2EE technologies and related infrastructure for three Fortune 100 clients.
- Directed an \$18M e-Business venture with a global transportation company integrating internet-based supply chain and customer relationship management applications with its business processes.
- Spearheaded turn-around of a troubled project. Realigned organization, streamlined plans and resources, re-focused priorities, and innovated processes resulting in the delivery of an enterprise system through successful deployment within three months of original contract baseline thereby eliminating projected cost overruns of \$13.8M and delays of 12 - 14 months.

**WELL-KNOWN INSURANCE COMPANY**, City, State

**2004 - 2009**

#### **Director, Systems & Architecture**

Led a 20-person architecture organization with three Director/Managers directing a large data center with six mainframes and 500 Unix servers, and a network encompassing 20,000+ desktops.

- Articulated and guided the technology vision, aligned IT strategy and resources with business goals and organizational culture, created policies guiding technology investments, systems planning, development and operations standards and processes. Maintained relationships with business partners, vendors, and industry experts. Improved systems performance, service quality, and security.

- Developed improvements to the enterprise architecture, refined infrastructure and system configurations, tuned database servers and improved application frameworks resulting in improved system performance significantly reducing batch processing times from 98 hours to under six hours thereby saving in excess of \$12M annually in operating expenses.

**ANOTHER COMPANY**, City, State

**2002 – 2004**

**IT Project Manager**

Managed an enterprise-wide Program Office to address Century Date Conversion across four geographically dispersed project offices with unique technical issues.

- Drove the project to a fast start and kept momentum going after two prior failed efforts.
- Developed customized methodology, implementation plans and kick-off meetings to encourage staff participation
- Coordinated efforts with internal legal department to draft compliance letters for third-party vendors/suppliers which established procedures to track compliance efforts.
- Defined compliance certification requirements, procedures and topology for a sterile LAN environment to certify client/server applications.

**A BANK**, City, State

**1999 – 2002**

**Manager, Information Systems & Technology**

Managed a division of the bank developing and selling software and technology products in the real estate market with 25 percent market share.

- Streamlined business processes and increased customer satisfaction rating from 82.3 percent to 99.7 percent in under six months resulting in a 15 percent increase in sales and cost savings of \$3.2M
- Formulated business strategies guiding investments in research and development in emerging information systems technologies aligned with product-market vision.
- Directed the seamless integration of corporate MIS operations for three companies resulting from mergers and acquisitions consolidating software development, network administration, database administration, LAN/PC support groups, data center operations, and corporate Internet presence.

**EDUCATION**

**MS**, Information Resource Management, University, City, State

**BS**, Finance, University, City, State

**AAS**, Computer Science, University, City, State

**Certificate**, Computer Programming, University, City, State

### ***Example 3: Chronological Format***

#### **ALICE NELSON**

713-555-4455

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#### **SUMMARY**

Senior Marketing and Sales Executive with extensive experience in building brands and driving revenue and profit growth for Fortune 500 companies, domestic and international. Demonstrated business leadership and strategic marketing capabilities with full P&L responsibilities within consumer packaged goods and financial services industries. Expertise includes cross-functional leadership, business and competitive intelligence and mergers and acquisitions.

#### **PROFESSIONAL EXPERIENCE**

**AA COMPANY**, City, State

**2010 – XXXX**

##### **Vice President, Marketing & Global Strategic Intelligence**

Managed US and Canadian outbound transactions to Europe, Asia and Latin America. Built a web-based source of strategic intelligence for major company. Managed team of 20 to develop a company-wide strategic intelligence intranet. Coordinated efforts with various major company international regions, IT, systems integrators and software companies.

- Developed and implemented effective strategic and tactical marketing programs for assigned regions resulting in increasing sales 58 percent in Asia, 48 percent in Europe and 35 percent in Latin America.
- Developed value initiatives to Asia that more than doubled growth rates, from 52 percent to 138 percent.
- Successfully launched new service from US to Yugoslavia, Cuba and Korea. Comprehensive plan included town hall meetings, press conferences, media plans, merchandising and events marketing.

**BB COMPANY**, City, State

**2005 – 2010**

##### **Director of Marketing, Latin America** (2008 – 2010)

Managed regional marketing and marketing services for the Latin American and the Caribbean regions (25 markets). Full P&L responsibility. Managed four direct reports.

- Worked closely with local distributors in the development and implementation of marketing plans. Led to increased bottled sales in top ten markets by 24 percent vs. previous year.
- Introduced New Flavor Drink to 15 Latin American and Caribbean distributors, built sales by 24 percent.

##### **Director of International Marketing** (2005 – 2008)

Managed international new product introductions to Europe, Asia, Latin America and South Africa. Managed three direct reports.

- Introduced new products to 30 countries worldwide with emphasis in the UK, Austria, Germany, Spain, France, Czech Republic, South Africa, Russia, Japan, China, Mexico and Brazil.
- Launched Old Historic Flavor, a breakthrough product, in 20 countries and increased global sales by 45 percent.

**CC COMPANY**, City, State

**2004 – 2005**

**Brand Manager, New Products**

Introduced new line extensions for the house brand.

- Initiated, developed and executed a successful major product launch increasing market share by 25 percent.
- Increased company's key brand sales by 11 percent vs. previous year.

**DD COMPANY**, City, State

**2000 – 2004**

**Assistant Brand Manager**

Contributed to the delivery of the Brand's sales of \$700 million and P & L. Managed both the base business and new products.

- Introduced two new items (Bottle Cleaner, Carpet Cleaner) and focused efforts in high growth channels.
- Increased Paper Roll's volume by 13 percent and profits by 60 percent.
- Initiated and developed new item introduction strategies for Wal-Mart, improving cycle times of new product initiatives.

**ADDITIONAL RELEVANT EXPERIENCE**

District Sales Manager and Brand Manager, FF COMPANY (International Division), City, State

**EDUCATION**

AVIRA, Top Management Program for CEO's, University, City, State

**MBA**, University, City, State

**BA**, Economics, University, City, State

**LANGUAGES**

Spanish, Portuguese, French