

## Sample Chronological Resume - Retail

Paul Jones  
6 Pine Street  
Arlington, VA 12333  
555.555.5555 (home) 566.486.2222 (cell)  
phjones@vacapp.com

### Experience

Key Holder, Montblanc  
April 2001 - February 2005

- Opened new specialty boutique
- Placed orders to restock merchandise and handled receiving of products
- Managed payroll, scheduling, reports, email, inventory, and maintained clientele book and records
- Integrated new register functions
- Extensive work with visual standards and merchandising high-ticket items

Sales Associate, Nordstrom - Collectors and Couture Departments  
July 1999 - April 2001

- Merchandised designer women's wear
- Set-up trunk shows and attended clinics for new incoming fashion lines
- Worked with tailors and seamstresses for fittings
- Scheduled private shopping appointments with high-end customers

Bartender  
Jigg's Corner  
February 1997 - July 1999

- Provide customer service in fast-paced bar atmosphere
- Maintain and restock inventory
- Administrative responsibilities include processing hour and tip information for payroll and closing register

### Education

Ramapo College, Arlington, Virginia – General Education

### Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet