

CHRONOLOGICAL RESUME - SAMPLE

**JANE Q. JONES**  
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**CAREER OBJECTIVE:** Seeking position in public accounting firm. Special interest in audits of banks and other financial institutions.

**EDUCATION:** Louisiana Tech University, Ruston, LA  
Master of Business Administration (Accounting Specialty)  
May 20- (GPA: 3.87/4.0)  
  
Bachelor of Science, Accounting  
May 20- (GPA: 3.82/4.0)

**EXPERIENCE:** Accounting Clerk  
ABC Accounting Services, Monroe, LA  
Process accounts receivable from billing through collection.  
Prepare monthly and quarterly summaries of accounts receivable.  
Process time sheets and prepare monthly payroll for 45 employees.  
Assisted in restructuring computerization of all accounting functions to accommodate 200 percent growth during past year. Developed and implemented computerized accounts receivable system which resulted in a savings of 50 man-hours weekly. (20- to present - 15 hours weekly)  
  
Accounting Assistant/Internship  
KPMG, Shreveport, LA  
Gathered information related to audit objectives. Performed transactional tests. Prepared supplemental schedules for senior auditors.  
Gained exposure to various tax preparation tasks.  
(December 1999 - March 2000)

**PROFESSIONAL SKILLS:** Knowledge of Lotus 1-2-3, Excel, WordPerfect  
Effective oral and written communication abilities

**ACTIVITIES/HONORS:** Phi Kappa Phi Honor Society  
Beta Alpha Psi - Accounting Society  
Vice President (20-)  
National Leadership Conference, Washington, D. C.  
First Place-Impromptu Speaking (20-)  
Beta Gamma Sigma - Treasurer (20-)