

## **HANDOUT #1: SAMPLE CHRONOLOGICAL RESUME**

**Mathew Franklin**  
3223 Stevenson Street  
Jackson, Mississippi 30928  
(111) 123-4567  
[mfranklin@ucc.us.com](mailto:mfranklin@ucc.us.com)

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### **Career Objective:**

Seeking entry-level position as a line operator in the chemical processing industry.

### **Personal Attributes:**

- Reliable – show up on time.
- Honest and trustworthy – handle responsibility to get the job done.
- Good attitude – willing to do whatever it takes to accomplish the job.
- Dedicated – hard worker who is eager to learn.

### **Work Experience:**

#### **Handyman for Hire –2005-06**

Worked as a part-time handyman for hire for commercial and residential clients.

- Cleaned up construction sites.
- Painted interior and exterior walls.
- Raked leaves and mowed lawns.

#### **Quick Burger – 2004-05**

Worked part-time as a server and grill cook for fast food restaurant.

- Cooked and prepared burgers.
- Took customer orders.
- Processed customer cash and charge payments.
- Cleaned grill and counter area.

#### **Smith's Grocery – 2002-04**

Worked part-time after school bagging groceries and stocking shelves.

### **Education:**

Jackson State University – Attended two years studying general business  
National Career Readiness Certificate – Silver Level