

Sample Chronological Resume

Orville J. Wright
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Objective	To obtain a challenging position as a [<u>fill in your desired job title</u>] with a company that will benefit from my experience and utilize my skills.	
Education	Wilbur Wright College A.A.S. Degree Computer Information Systems Graduated: May, 2008 G.P.A 3.5/4.0	Chicago, IL
Skills	Proficient in Microcomputers Microsoft Office Hardware and Software configuration experience Programming experience (C++, Visual Basic, HTML, Java Script, XML) Bilingual: English/Spanish	
Certification	A+ Certification	2007-Present
Experience	Wilbur Wright College Help Desk Specialist	Chicago, IL 2001-Present
	<ul style="list-style-type: none">▪ Assist students, faculty and administration with technical issues related to desk top personal computers▪ Install software and hardware▪ Provide reports to Assistant Dean regarding performance of lab computers▪ Monitor lab equipment▪ Prepare new computers for classroom distribution and usage.	
	Best Buy, Inc. Computer Technician	Chicago, IL 1999-2001
	<ul style="list-style-type: none">▪ Provided customer service related to computer equipment and peripherals▪ Performed diagnostic tests on computers and electronic equipment▪ Installed hardware	
Activities	Phi Theta Kappa Honor Society Student Government Association Diversity Newspaper Spanish Club	2007-Present 2006-Present 2006-2007 2006
References	Available Upon Request	