

Sample – Chronological Resume

Jill D. Doe
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Objective: A position that will utilized my computer skills and ability to interact effectively with the public.

Professional Experience

Primary Care Physicians – Manhattan, KS

January 1998 to Present

Receptionist/Appointment Secretary

- Answering multi-line phone
- Scheduling and confirming appointments
- Filing
- Composing and typing correspondence

Homecare & Hospice, Inc. – Manhattan, KS

February 1997 to January 1998

Receptionist/Secretary

- Answered multi-line phone
- Assisted clientele
- Ordered office supplies
- Processed out-going correspondence
- Distributed in-coming mail
- Maintained accounts receivable log
- Audited timesheets
- Scheduled orientation for new employees and updated rosters with new employee information

Homecare & Hospice, Inc. – Manhattan, KS

March 1994 to February 1997

Medical Records Clerk

- Generated computer reports and updated patient information
- Maintained patient charts
- Updated client list, physicians orders, and discharges
- Ordered medial supplies

Kriz – Davis Company – Topeka, KS

August 1988 to March 1994

Receptionist

- Answered multi-line phone
- Prepared and typed correspondence
- Distributed in-coming mail
- Copied, faxed, and filed purchase requests
- Prepared invoices

Computer Experience

WordPerfect 5.1, WordPerfect 6.0, Form Tool, Windows Application 3.1, Microsoft Excel, HMS+, E-mail

Education

- B.S. in Business Administration, Kansas State University, May 1992
- Topeka High School, Topeka, KS, May 1988

Courses and Seminars

- Telephone Techniques Seminar, Wichita, 1996
- Basic Office Skills Review, Manhattan, 1996