

CHRONOLOGICAL RÉSUMÉ

The emphasis is on a chronological listing of employment and employment related experiences. The chronological résumé is a good format for those with a consistent employment history, no gaps in employment, and whose past employment experiences are related to their current employment goals. It effectively showcases a steady work record with increasing upward responsibilities. This may not be the best for new graduates, individuals with job gaps or person changing careers.

KRISTIN STERNBERG

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OBJECTIVE

A position in public relations utilizing my sales experience, communication skills, and leadership abilities.

EMPLOYMENT HISTORY

The Atlanta Journal/Constitution-Advertising Department

Account Executive, October 2001-present

Inside Sales Representative, June 2000-October 2001

Sales Assistant, September 1999-June 2000

- Created and presented several advertising proposals and campaigns, including readership, circulation, and demographic statistics.
- Developed and designed advertising strategies and layouts for accounts.
- Contacted and collaborated with clients, reviewing and correcting advertising proofs.
- Gained experience with both PC and Macintosh operating systems and applications.
- Earned award for "Salesperson of the Month", based on sales revenue and new business development.

Atlanta Dogwood Festival

Communications Intern, April- August 1999

- Planned special events and coordination for a volunteer recognition program.
- Recruited and managed several volunteers for the festival.
- Assisted with media and public relations activities, including development of press kits.

March of Dimes Birth Defects Foundation

Public Relations Intern, December 1997-February 1999

- Created and prepared a press kit, including press releases, fact sheets, photos, and brochures for promotion of a pre-Walk America event.
- Wrote press releases for the March of Dimes, 1997 community service grants

Georgia State University

Public Relations Chairman, (Sorority) 1997-1999

- Created and produced a monthly newsletter including the layout and copy.
- Wrote press releases related to chapter activities and initiated members.
- Wrote campus news, sorority news, and editorials for The Signal newspaper.

EDUCATION & TRAINING

Georgia State University, 1999, B.A., Journalism; Public Relations emphasis

HONORS & ACTIVITIES

- Ad2 Club
- Atlanta Journal/Constitution "Salesperson of the Month" and "Quadrella" winner for achieving holiday goals

FUNCTIONAL RÉSUMÉ

The functional résumé highlights skills and experiences without specific dates, names, and /or places. This format is organized by functions or skills, which advertise the specific qualifications needed for an occupation. This format works well for career changers. It's also effective for those reentering the workforce, first-time jobseekers, and when experiences occurred in the distant past. There is no chronological listing of employment. Consequently, some employers don't like this format because they suspect that the person is trying to hide something.

LINDA MOWRY

348 Somerset Road, Hayward, CA 94541 (510) 123-4567

OBJECTIVE

A position as Sales Coordinator, Representative, or Account Executive

SUMMARY OF QUALIFICATIONS

- Twelve years successful experience in direct sales of a range of products and services.
- Extensive practical hands-on experience as co-owner and manager of a small business.
- Motivated and enthusiastic about developing good relations with clients.
- Effective working alone or as a cooperative team member.
- Professional in appearance and presentation.

RELEVANT SKILLS

SALES & NEW ACCOUNT DEVELOPMENT

- Increased a small publication's advertising revenue through market research and promotion.
- Developed new distribution outlets for a special-interest magazine in Northern California.
 - Made cold calls and follow-up visits to retail outlets throughout the region
 - Organized detailed route books and financial recordkeeping.
 - Successfully increased readership by more than 40 percent over a two-year period.

CUSTOMER RELATIONS

- Served as vendor representative for Jana Imports by coordinating product information and distribution for 75 field representatives and major accounts and promoting giftware products at trade shows throughout the region.
- Handled face-to-face contacts with new and established customers and oversaw the production of advertising and its placement in major trade publications.

ADVERTISING, MARKETING, DISTRIBUTION

- Organized and styled merchandise for effective presentation in a 20-page giftware catalog.
- Kept accurate and current computer records of inventory, international suppliers, brokers, and shippers.
- Handled all aspects of order taking and processing, both at Bill's Dairy and Jana Imports.

EDUCATION

Bachelor's Degree in Business Administration
Bay Path College, San Francisco, CA 1997

COMBINATION RÉSUMÉ

The combination résumé brings together the best of both the chronological and functional résumés. It features a functional section that highlights skills, accomplishments, and experiences. It also included a chronological listing of employment and education. This is a very effective format for many jobseekers. The best chronological résumé is enhanced with a section that highlights skills, accomplishment, and experiences. The best functional résumé is strengthened with a chronological listing of employment.

Gregory L. Pittman

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HIGHLIGHTS OF QUALIFICATIONS

Skilled in making sales presentations to customers. Possess a strong understanding of the Internet industry. Verifiable track record of consistently meeting sales quotas, reaching and selling to decision makers. Outstanding communication and interpersonal skills.

Very comfortable with cold calling coupled with being a skilled negotiator. Computer skills include: Microsoft Office-Word, Excel, Access and PowerPoint, Microsoft Project 1998, HTML, Website Creation, Internet Search Engines, and Directory Listings.

ACCOMPLISHMENTS

- Increased company revenue by 30% through new marketing plan.
- Secured \$2 million in capital funding.
- Directed \$500 million purchase of natural gas company.
- Created intelligence systems to monitor competitors.
- Increase energy sales by \$1 million through weather analysis.

RELEVANT EXPERIENCE

Business Management

- Created NxView's 3D Software Competitive Intelligence System.
- Increased revenue 30% by rewriting NxView's marketing plan.
- Secured second round capital funding of \$2 million.

Project Management and Research

- Directed Duke Energy's purchase of Pan Energy.
- Managed Competitive Analysis Department
- Served as Project Manager for \$10 million energy test sites.
- Developed a 1-year plan of promotional tactics (gain, retain, and up sell customer), brand positioning, and financials for Burton and Motorola's joint project for snowboarding equipment.

WORK HISTORY

NxView Technologies, Inc.	Business Intelligence Manager	San Francisco, CA	1997-present
Duke Energy Company	Project Manager & Research	San Francisco, CA	1984-1997

EDUCATION

B.A. in Marketing/Sales, Belmont Abbey College, San Francisco, CA 1987