

Résumé Example – (Chronological)

Objectives are optional if the job you are applying to clearly relates to information presented in your education and/or experience sections.

Jamal T. Crest

955 Tower Street • Charlotte, NC 28211 • 704-555-5555 • jtcrest@isp.net

RELATED SKILLS

- ServSafe
- Ingredient & Supply Management
- Creativity
- Cooperation & Teamwork
- Detail-orientation
- High volume production and smaller-scale capabilities

EDUCATION

A.A.S., Baking & Pastry Arts May 2019
 Central Piedmont Community College Charlotte, NC
 • GPA: 3.71; Dean’s List, Spring & Fall 2018
 • 1st Place Winner, CPCC Student Baking & Pastry Competition, Chocolate Artistry
 • 2nd Place Winner, CPCC Student Baking & Pastry Competition, Specialty Breads

EXPERIENCE

Baking & Pastry Cooperative Education Student January 2019-present
 Ilios Noche Charlotte, NC
 • Pipe sauces onto dessert plates and place garnishes on desserts
 • Help prepare and bake bread for daily service
 • Observe and work closely with head pastry chef, Angelo Kaltsounis
 • Assist with ordering ingredients for bread and dessert service
 • Keep work area clean and sanitary

Baker Assistant/Cashier October 2016-November 2018
 Great Harvest Bread Company Charlotte, NC
 • Helped Head Baker prepare several varieties of breads for sale
 • Mixed and baked breads according to recipes
 • Maintained clean, sanitary work environment
 • Provided customer service at front counter, performed cash and credit transactions at register

Server May 2014-October 2016
 Jerry’s Deli Charlotte, NC
 • Memorized menu and weekly specials
 • Provided courteous and attentive service to diners
 • Submitted food orders to kitchen and delivered dishes to tables
 • Accepted payment for diners’ bills
 • Maintained clean and safe working environment and helped clean restaurant at closing

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access and Adobe Photoshop

If you hold multiple certifications, you may choose to list them in a certifications section.

Trying to decide if a chronological résumé is right for you?

- Is your most recent experience related to the job/ field where you are seeking employment now?
- Do you have a strong work history without major gaps in employment?
- Are you trying to create a basic résumé?
- Would you like to use the most traditional format available for your résumé?

If you answered “yes” to all of the above questions, then a chronological résumé might be right for you.