

## Chronological Resume Sample

Joe Somebody  
somebody@email.com  
123 Main Street  
Smalltown, NC 11111  
(919) 555-5555

### Objective

Hotel or restaurant management trainee

**Summary of Qualifications:** Two years of experience in all aspects of the restaurant business. Proven customer service and organizational skills. Dependable, conscientious and able to handle a variety of tasks simultaneously.

### Work Experience

*Restaurant Hostess*                      *Perry's Restaurant, Smalltown, NC*                      *2002-present*

- Greeted customers quickly and assigned them to appropriate sections.
- Handled customers questions, complaints and inquiries to assure satisfaction.
- Assisted wait staff with necessary duties to increase table accessibility and turnover.
- Handled cashier's duties of processing charges, direct billings and cash sales.
- Reconciled cash register receipts at closing of restaurant.
- Audited supply report and customers' records for accuracy.

*Server*                                      *Perry's Restaurant, Smalltown, NC*                                      *2000-2002*

- Greeted customers with enthusiasm and communicated daily specials to over 75 individuals daily.
- Handled banquet room, including set-up of food and beverage tables. Waited on customers and provided hospitality as requested.
- Performed kitchen duties, including assisting specialty chefs, dishwashers and bus crews as needed.

*Cashier*                                      *Regional Grocery Store, Middletown, NC*                                      *1998-2000*

- Checked and processed grocery orders.
- Reconciled cash drawer daily.

### Education

Middletown Community College, Middletown, NC                                      1995-1998  
Continuing Education Courses: Hospitality, Business Management, Supervision