

Chronological Resume Sample



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to get the
Job You Want!

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Make sure your contact information is accurate

Profile

Concise description of your experience, profiling your skills and possibly your objective

Talented Manager with extensive experience in the operation of small and large retail bookstores including buying, budgeting, inventory management, staffing and supervising. Skilled in hiring, training and evaluating staff. Excellent knowledge of retail marketing, promotions and store staging. Looking for a challenging management opportunity in the retail and/ or publishing industry.

Work Experience

List of companies you worked for, indicating title and dates. Include 2-3 bulleted examples of experience and accomplishments

Qualify your examples with adjectives and descriptions

Stacks Book Store, Toronto **Manager, January 2005**

- Led the opening of a new store location, exceeding sales objectives by 20% in the first year and 15% in the second year of operation, outperforming 7 out of 10 stores chain-wide
- Increased inventory turnover from 2.5 to 3.5 while maintaining less than 10% out-of-stock
- Exceeded the corporate metrics of vendor returns by 15%, increasing store profitability and earning my location an Award in Operations Excellence

Assistant Manager, January 1999 – December 2004

- Earned a review of Excellent Performance from 4 of 4 secret shoppers
- Developed new promotional campaigns and store staging designs, and coordinated all in-store events for a growing multi-location bookstore
- Awarded Top Store status chain-wide for best merchandising two seasons running

City College Bookstore, Toronto

Department Supervisor, August 1996 – September 1998

- Managed 3 full time and 4 part time staff in the extensive Literature & Fiction department
- Assisted with planning and coordinating sales and service with 5 departments, resolving problems concerning orders and billing
- Represented the City College Bookstore at national and regional events for 3 years

Qualify your examples with adjectives and descriptions

Annex Community Library, Toronto

Library Clerk, September, 1992 – June 1996

- Participated in the integration of 500 new titles into the Library's growing collection
- Maintained order of library materials, checking in, checking out and reshelving books as necessary
- Coordinated between 5 and 10 Library volunteers, leading monthly meetings and preparing yearly reports on volunteer activities

Education & Training

Summary of education and training including degrees, diplomas, certificates and programs, including location and dates

Certificate in Retail Marketing Management, City College, Toronto, 2003
Honours Bachelor of Arts in English, University of Toronto, 1996