

Sample Chronological Resume

Ben M. Ployed

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Mill Iron, MT 59324

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Work Experience

Phil Good Construction Mill Iron, MT
Construction Laborer September 2006 to present

- Perfect safety record on over 60 different construction projects
- Developed good rapport with business owners
- Recognized by supervisor for great attitude and dependability
- Worked with a team of 5 workers to meet deadlines on projects

Dirtiggers Sprinklers Mill Iron, MT
Underground Sprinkler Installation June 2005 to August 2006

- Showed homeowners how to use new sprinkler system
- Promoted from laborer to running shovel and ditching machine
- Accurately laid out plastic tubing according to blueprint
- Learned to install mechanical control mechanisms

Volunteer Experience

Key Club Booth – Mill Iron Fair Mill Iron, MT
Cashier August 2004, 2005, 2006

- Interacted with customers and other volunteers
- Helped count money to verify amounts, issued receipts for funds received
- Received cash, checks and completed credit-card transactions
- Arrived early and stayed late to assist with setup and tear down of booth

Big Brothers and Big Sisters Mill Iron, MT
Mentor February 2005 to present

- Assisted special needs teenager with outings
- Planned and organized educational outings
- Coordinated activities with other mentors to increase friendship building

Certifications and Honors

- Positive Attitude Award, Phil Good Construction, January 2007
- Certified Construction Worker, February 2005
- Construction Safety Certification, September 2005 to present

Education

Mill Iron High School

Mill Iron, MT