

## CHRONOLOGICAL RESUME

### MARIA JUAREZ

51 Valencia Street  
San Francisco, CA 94110  
(415) 661 -xxxx  
mjuarez@sfsu.edu

### OBJECTIVE

An entry level marketing position with Reynolds and Reynolds

### EDUCATION

Bachelor of Science in Business Administration, Marketing  
San Francisco State University, May 20xx

### INTERNSHIP

20xx

Marketing/Sales Intern, Progressive Microproducts  
San Francisco, CA

Marketed personal computer hardware and software to approximately 10 customers daily

Participated in five computer trade shows in the California Bay Area

Developed and implemented marketing and advertising strategies, including social media tools, to promote new products

### RELATED EXPERIENCE

19xx -20xx

Management Trainee/Salesperson, Grand Auto, Inc.  
Oakland, CA

Performed sales work for auto parts chain store with annual sales exceeding \$35 million

Compiled an impressive sales record and was recognized with numerous awards for outstanding performance

Maintained large store inventory utilizing a computerized inventory system

19xx -19xx

Associate VP, Marketing Association at SF State University  
San Francisco, CA

Coordinated monthly meeting, including room reservation and email announcements

Produced advertising pieces, including digital flyers, for group events

### ASSOCIATIONS

Member, Marketing Association at SFSU  
SF State University, San Francisco, CA

## COVER LETTER

<Your Street Address>  
<City, State, ZIP Code>

<Date>

<Name of Contact Person>  
<Contact Persons Title (if appropriate)>  
<The Organizations Name  
<Address  
<City, State, ZIP Code

Dear Ms . /Mr. <insert contact persons name>:

Stephen P. Dhanens, who is currently working for Reynolds and Reynolds, has suggested that I submit my resume to you for your consideration. I am a senior at San Francisco State University majoring in marketing . I plan to graduate in the Spring of 20xx, and I am looking for an entry-level marketing position with Reynolds and Reynolds, one of the worlds leading marketing companies.

According to American Marketing magazine, September 20xx, "Reynolds and Reynolds has a commitment to quality and client service, and is looking for candidates who can maintain its standard of excellence." In my experience, I have participated in various computer traded shows as well as developed creative marketing strategiew that have increased company sales by 25%. I believe my experience has helped me develop the skills Reynolds and Reynolds is looking for in their new recruits. Therefore, I consider myself a strong candidate for your company.

I am excited about the opportunity to meet with you to discuss the qualifications I have described in my resume. I will contact your office within the next week to determine a convenient time for an appointment to review employment opportunities within your organization. In the meantime, if you have any other questions, I can be reached at (415) 333-xxxx or mjuarez@sfsu.edu.

Sincerely,

(sign your name)

(type your First and Last name here)

Enclosure



San Francisco State University Student Involvement & Career Center  
1600 Holloway Avenue, Student Services Building 206, San Francisco CA 94132  
Tel: 415/338-1761 • Fax: 415/338-2979 • sicc@sfsu.edu • www.sfsu.edu/~sicc

