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**New Graduate Chronological Template**

**This template and others are available for download at**

**www.careercenterbr.com/job-search/resumes-and-cover-letters.**

**Jane Doe**

Baton Rouge, LA 70800  
566.486.2222  
janedoe@email.com

**Education**  **High School Diploma,** ABC High School,Baton Rouge, LA **May 2023**

**Work Experience  
  
Sales Associate, The Retail Store, Baton Rouge, LA June 2022 – Present**

* Maintain and restock inventory.
* Provide customer service.
* Operate computerized cash register system.

**Child Care, Baton Rouge, LA 2021 – Present**

* Provide child care for several families after school, weekends and during school vacations.

**Achievements**

* National Honor Society: 2022 - 2023
* Academic Honor Roll: 2020 - 2023

**Volunteer Experience**

* Big Brother / Big Sister
* Run for Life

**Computer Skills**

* Proficient with Microsoft Word, Excel, and PowerPoint; Adobe Photoshop; Google Drive