

## The Perfect Resume!

You are here because you need a resume! Right? Well let me help you to achieve your highest potential when creating a resume. A resume is a quick snapshot of you to present to your future employer. It lists your qualifications as such:

- Header (Includes your name, address, phone number and email)
- Professional Objective (phrase or sentence that explains your intentions and qualifications towards the position desired)
- Education Background (name of the schools attended, the degree obtained, dates of attendance, and any academic achievements/coursework/honors)
- Work Experience (name of employment, address, supervisor, phone number, dates of employment, and duties related to the position desired)
- Skills (list any skills you believe to be important for the position desired)
  - If you are bilingual, list it! Many times, we forget to list it because we find it so normal! In reality, it is a huge gift!
- Community Service (list any community services you have participated in, names of the organization or event, date, and responsibilities)
- References (list references in alphabetical order, names, titles, addresses, emails, and relationship to you)
  - You have the option to list the references in your resume or leave at “References Provided Upon Request”
  - If you do list references, remember to at least list three people
  - The longer the person has known you the better
  - Remember to ask for permission before listing the person as a reference and thank them if they agree to be your reference.

### **\*There are a couple of pointers I should give you!\***

1. Keep it short and concise.

Did you know, it only take **six (6)** seconds to look at a resume. The more concise you make it, the better the chances are that an employer will take a second look when deciding for an applicant.
2. Make sure you relate your resume according to the position you are applying for  
One example of this is when looking at your work experience. If you are applying for a cashier position, it would be useful to look at your experience and list any duties that you may have done working with money.
3. ORGANIZATION SKILLS are a must  
Make your resume flow and look nice. If this is not one of your strengths, ask for help! A well-put together resume shows you pay attention to detail. This is a strength that surely will help you with getting the position!
4. Check for typos and appropriate grammar (triple check)  
This may sound self-explanatory but it in fact really isn't. Your credibility and professionalism goes down the drain with a simple error.

# EXAMPLE

## May Riley

4567 Main Street, Buffalo, New York 98052 | (716) 555-0100 | [m.riley@live.com](mailto:m.riley@live.com) | [www.linkedin.com/in/m.riley](http://www.linkedin.com/in/m.riley)

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### Profile

Friendly and engaging team player and leader able to inspire staff to perform their best. Detail oriented and experienced restaurant manager passionate about food and beverages. A multi-tasker who excels at staff training and recruiting with a track record of inspiring great customer service and customer satisfaction. Regularly exceed sales goals. A master in the art of upselling.

### Experience

#### **RESTAURANT MANAGER | CONTOSO BAR AND GRILL | SEPTEMBER 2016 - PRESENT**

Recruit, hire, train, and coach over 30 staff members on customer service skills, food & beverage knowledge, sales, and health & safety standards.

Reduced costs by 7% through controls on overtime, operational efficiencies, and reduced waste.

Consistently exceed monthly sales goals by a minimum of 10% by training FOH staff on upselling techniques and by creating a featured food and beverage program.

#### **RESTAURANT MANAGER | FOURTH COFFEE BISTRO | JUNE 2013 – AUGUST 2016**

Created a cross-training program ensuring FOH staff members were able to perform confidently and effectively in all positions.

Grew customer based and increased restaurant social media accounts by 19% through interactive promotions, engaging postings and contests.

Created and implemented staff health and safety standards compliance training program, achieving a score of 99% from the Board of Health.

Successfully redesigned existing inventory system, ordering and food storage practices, resulting in a 6% decrease in food waste and higher net profits.

### Education

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION | JUNE 2013 | BIGTOWN COLLEGE, CHICO, ILLINOIS**

**ASSOCIATE IN ARTS IN HOSPITALITY MANAGEMENT | JUNE 2011 | BIGTOWN COLLEGE, CHICO, ILLINOIS**

### Skills & Abilities

Accounting & Budgeting

Proficient with POS systems

Excellent interpersonal and communication skills

Poised under pressure

Experienced in most restaurant positions

Fun and energetic

### Activities and Interests

Theater, environmental conservation, art, hiking, skiing, travel