

Address: Avoid Abbreviations
Email: Professional
Phone: Only list one phone number

Name
14-20 size Font
Bold Font

First Name Last Name

Address

City, State, Zip Code

Professionalemail@gmail.com
(555) 555-5555

Personal Statement

Brief & Customized to the field

Highly skilled Customer Service Professional with extensive retail/customer care experience seeking employment opportunities in restaurant management.

Education

- Entry-level candidates should have education listed at the top of their resume.
- Candidates with experience in their field can list it at the bottom.

EDUCATION

Business Management, Associate of Applied Science

Emphasis: Business Administration
College Name, St Cloud, MN

Anticipated Graduation: June 2015

Skills

- Must be customized for the job
- Review job description and use keywords

Layout and Design

- Consistent Style and Layout
- Standard font & size for body (10-12pt)
- Single Spaced
- No Typos
- Avoid Abbreviations
- Length
 - Undergraduate Students
 - should not exceed 1 pg.
 - Experienced Professionals
 - should not exceed 1 ½ pg.

SKILLS

- Able to fulfill needs of customers and field questions.
- Regularly maintained top three sales of the day for retail store.
- Ability to create and maintain sales relationships.
- Developed excellent written and verbal communication skills through interactions with customers.
- Experienced with Excel, PowerPoint, Access, and Word.

Experience

- Chronological order
- Highlight duties & skills relevant to job
- Make sure each bullet is detailed

October 2012-Present

EXPERIENCE

Server

Applebee's Grill and Bar, St. Cloud, MN

- Provide outstanding customer service, ensuring repeat business
- Serve 50+ customers per shift
- Coordinate with manager to solve any customer issues in a prompt manner.

Assistant Montessori Guide

January 2012-August 2014

Sunny Hollow Montessori, St. Paul, MN

- Assisted with creation of classroom materials, giving presentations and providing support for children
- Trained and utilized 100+ continuing education opportunities such as nationwide workshops
- Served on 10 hiring committees to employ new head-guides.
- Organized and planned summer session for school including making reservations, scheduling activities and transportation, and planning out daily activities for two summer sessions.

Sales Associate

April 2011-September 2012

Bloomington, Bloomington, MN

- Worked on the floor assisting guests with concerns and needs
- Organized floor sets and clothing displays working in conjunction with department manager
- Participated in inventory recording of entire store, encompassing 5000+ items and special offers resulting in increased monthly sales

- Resume should not include the following personal information
 - Photograph, marital status, date of birth, social security number, citizenship status, gender, ethnicity, or religion
- References are **not** included within the resume. Resume should NOT say "References available upon request"

White space on right is utilized. All information should be uniform.