

Resume Tips_NABSD_NAF Positions

Guidelines:

- Keep your resume limited to one or two pages.
- Update your resume for each job to which you are applying.
 - Ex: You could have one resume to highlight your Restaurant experience, and another to highlight your Office Administration experience.
 - Remember to update your opening statement to match the job and company for which you are applying.
- Only include relevant information relating to the advertised job.
 - Ex: If you are applying to a Sales Associate vacancy, speak to your experience in customer service, sales, Point of Sale (POS), and stocking merchandise.
- Use keywords from the vacancy announcement
 - Ex: MS Suite, Customer Service, POS
- Provide examples of your experience.
 - Ex: If you have MS Suite experience, how did you use MS Word, MS Excel, MS PowerPoint in your workday? Ex: "3 years MS Excel experience, tracking inventory and building staff schedules for a team of 15."

What to include in the Resume:

- Contact Information
 - Email
 - Phone Number
 - City, State
- Professional/Work Experience
 - Begin with your current position and list all other positions held in chronological order
 - Include company name, job title, and employment dates
 - Highlight relevant skills, duties, achievements and responsibilities
 - Address the KSAs (Knowledge, Skills and Abilities) found in the vacancy announcement
 - Be descriptive and thorough
 - Include any full-time, part-time, self-employment, volunteer, or internship experiences you have
 - Show a max of 10 years of experience
- Education
 - College: Name, City, State, Major
- Certifications/Licenses
 - Barber License, Driver's License
 - Software Experience (Excel, Word), Adobe, Point of Sale, Accounting Software, etc.

Sample Template

Mary Smith

410-293-2884 | youremail@gmail.com | Annapolis, Maryland 21402

PROFESSIONAL SUMMARY/OBJECTIVE

A motivated and customer-oriented Sales Associate with 1 year of experience in the retail industry. Skilled at multitasking and rapidly transitioning between demands like stocking shelves, assisting customers, receiving shipments, and checking out guests. Seeking a retail sales associate position to enhance my customer service relations and skills as a sales associate with potential for career growth.

EXPERIENCE

- | | | |
|---|-----------------------------------|-----------------------|
| Chef Assistant | Severn Inn – Annapolis, Maryland | 8/8/2020 – Present |
| <ul style="list-style-type: none">- Assisted in food preparation and cooking following standardized recipes- Managed inventory and food storage in accordance with FIFO- Ensured cleanliness and sanitation in the kitchen- Worked in a fast-paced environment while maintaining excellent customer service- Operated kitchen equipment such as fills and fryers- Followed standardized recipes to maintain product quality | | |
| Senior Stylist | Great Clips – Baltimore, Maryland | 1/28/2018 – 8/1/2020 |
| <ul style="list-style-type: none">- Managed a team of seven stylist and provided training- Created innovative hairstyles based on client preferences- Cut hair of different types and textures to including military styles- Expertly operated clippers, scissors, trimmers, blow dryer and other tools of the trade- Maintained a clean and sanitary workstation in accordance with the State of Maryland | | |
| Barista | Starbucks – Arnold, Maryland | 5/10/2015 – 1/25/2018 |
| <ul style="list-style-type: none">- Created coffee orders, cleaned and maintained espresso machines, coffee grinder, and blenders- Welcomed and served 125+ customers every shift, assisting with coffee, tea, and food orders- Used cash register and processed payments- Provided quality customer service and friendly coffee information- Took customer orders and conveyed orders to follow employees for preparation; assisted the crew during high volume orders | | |

EDUCATION

- Associate of Arts, General Curriculum – In progress
University of Maryland University College - Adelphi, MD
- Aspen Beauty Academy – Laurel, MD

CERTIFICATIONS & LICENSES

- ServSafe Food Handler Certification
- Cosmetology License, Maryland State Board of Cosmetology – (2017)
- Microsoft Office Specialist (MOS)