

How to Write A Resume

Writing a resume is the first step in applying for a job. A resume provides the potential employer with a shortened, but comprehensive overview of your academic, extra-curricular and prior work experiences. The goal of a resume is to present yourself in the best light possible by highlighting your strengths and accomplishments within professional settings.

Types of Resumes

There are two styles of resume writing. The first, chronological resumes, are the most commonly used, and most widely accepted. Chronological resumes emphasize current experiences by ordering information from present to past. For example, when using a chronological resume style, you would first place the name of the job you are currently working at, and below that, you would list the job you had before your current one.

CHRONOLOGICAL RESUME

from Resume Genius

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RESUME INTRODUCTION

Lead Bartender with 4+ years of experience in cocktail preparation and creation, and a bartending license certified by the District of Columbia. Possess a deep knowledge of local craft beers, wine, spirits, and cocktails, as well as their optimal food pairings. Seeking to leverage my bartending skills to fulfill the Head Bartender position at your restaurant.

EDUCATION SECTION

2014 - 2016
A.A. BARTENDING
Professional Bartending School, Washington, D.C.

2010 - 2014
ADVANCED DIPLOMA
ST. JOHNS HIGH SCHOOL,
Washington, D.C.

EXPERIENCE SECTION

2015 - 2018
LEAD BARTENDER
Gilly's Sports Bar, Washington, D.C.

- Introduced a "Cocktail of the Month" promotion to our menu that was well received by customers and increased monthly sales
- Trained 3 brand new bartenders on all aspects of the job from drink preparation and knowledge to building valuable customer relationships and upselling techniques
- Reduced inventory losses by 10% by managing our beverage inventory with innovative beverage management software

2014 - 2015
BARTENDER
Capital Bar & Grill, Washington, D.C.

- Engaged in small talk and jokes with clientele in order to build rapport and ensure that they became repeat customers
- Took food orders from guests at the bar and recommended beverage pairings to go with their meals, which boosted spending by an average of \$10 per customer
- Memorized over a 100 cocktail recipes and drink variations

SKILLS SECTION

Cocktail Preparation
Customer Relations
Spanish
POS Systems
Exceptional Memory
Menu Creation

ACCOMPLISHMENTS

March 2017
EMPLOYEE OF THE MONTH
Gilly's Sports Bar,
Washington, D.C.

Chronological resumes are great for showcasing job experience, however, not everyone has job experience. For those who do not have a ton of experience, or, for those who have gaps in their work history, the functional resume style may be a better fit. Functional resumes place an emphasis on skills, not jobs. In a functional resume, the work or job experience section is replaced with a skills section.

FUNCTIONAL RESUME

from Resume Genius

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EXPERIENCE SECTION

Riverside Restaurant
Reno, NV – Waiter

Whispering Vine Bar & Grill
Las Vegas, NV – Server

Applebee's
Las Vegas, NV – Bar-back

EDUCATION SECTION

CERTIFICATE IN FOOD HANDLING AND SAFETY
Chicago Community College, Chicago, IL
June 2011

B.A. / CULINARY ARTS
Kendall College, Chicago, IL
June 2010

ACCOMPLISHMENTS

EMPLOYEE OF THE MONTH
Riverside Restaurant
2015

RESUME INTRODUCTION

- Superior salesmanship, consistently outperforming peers
- Friendly, outgoing, and charismatic personality
- Experience working with POS terminals, excellent at math
- Working knowledge of wines, cocktail mixes, craft beers, and other bartending skills
- Conversational in Spanish and Mandarin Chinese

SKILLS SECTION

SALESMANSHIP

- Awarded "Employee of the Month" for consistently achieving 15% above target sales
- Perfected menu presentation skills, providing customers a holistic understanding of the restaurant offerings, leading to more sales
- Trained 4 waiters in salesmanship methodology, increasing their sales to meet company average

TECHNICAL

- Experience with 3 types of POS terminals, receipt roll replacement, and coffee machine cleaning
- Familiarity with common restaurant bread cutting machines, dishwashers, and knowledge of equipment cleaning processes
- Excellent basic math skills, able to calculate and split bills in the event of POS terminal downtime

INTERPERSONAL

- Consistently scored over 90% satisfaction rating on customer feedback surveys
- Conversational in Spanish (able to take orders from Spanish speaking customers)
- Possess excellent conflict resolution skills in the event of customer dissatisfaction

While these are the typical two styles used to write a resume, sometimes people choose to combine them. A Combination resume highlights skills and job experience equally. This style of resume works best when the person has work experience, however, that experience may not directly relate to the job they are looking for now. With a combination resume, the person can emphasize skills they have that may be applicable to their new job, while still portraying their accomplishments in their past jobs.



RESUME INTRODUCTION

- **Project Execution:** Implemented new menu introduction strategies, increasing customer purchases of wine by 10% on avg.
- **Management:** Assisted in the training of 6 new waiters, ensuring attention to detail and comprehensive understanding of restaurant methodology and practices
- **Awards & Recognition:** Frequently praised for excellent service on restaurant's online rating system
- **Salesmanship:** Deep and broad knowledge of wines and pairings

SKILLS SECTION

- Familiarity with Point of Sale (POS) terminals and common restaurant equipment / machinery
- Able to memorize entire menus within a day, including ingredient combinations
- Proven ability to "upsell" alcohol, dessert, and appetizers to customers
- Bilingual – English (native) and Spanish (conversational). Able to comfortably take care of customers in either language

EXPERIENCE SECTION

LONGHORN GRILL
WAITRESS / RENO, NV / 2012 – Present

- Memorized restaurant's wine stock and appropriate entrée pairings, leading to daily wine sales averaging \$180, fully 15% higher than the company average
- Write patron's food orders on slips, memorize orders, and manage food resources in a 120+ seat restaurant
- Operate POS terminals to input customer orders, swipe credit cards, and enter cash amounts received

LONGHORN GRILLMIKE'S FANCY KITCHEN
HOSTESS & WAITRESS / RENO, NV / June 2010 – August 2012

- Awarded "Employee of the Month" two months consecutively
- Bussed tables, presented menus, seated customers, and assisted waiters with drink orders
- Trained 3 new hosts in providing excellent customer service and conflict resolution techniques

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SOCIAL MEDIA

- f your facebook
- @ your instagram
- in your linkedIn
- your twitter

SKILLS SECTION

Problem Solving
Adaptability
Collaboration Strong
Work Ethic Time
Management Critical
Thinking
Handling Pressure
Leadership

EDUCATION SECTION

B.A. / Psychology
University of Nevada, Reno
2009 – 2013
3.95 GPA

Choosing which style is best for you depends on your amount of past work experience. As a teenager, it is most likely that you are writing a resume to apply to your first job, or for a college application. For that purpose, we recommend writing a **Combination Resume or Functional Resume**. However, if you have past work experience, you can select which of the styles you like best and add in along the template as you see fit!

How to write your resume

No matter what style of resume you choose, there are a few rules that are universal to all resumes.

1. *Use simple, easy to read font and limit colors.* Your resume is a professional document, and while there are various websites and programs to help you design and format creative resumes, your resume needs to be neat, organized and easy to read. Typically accepted fonts include Times New Roman, Cambria, and Georgia.
2. *Left align all writing.* The left alignment of text is the standard for professional documents.

3. *Keep your resume to one page.* As your experience grows you will want to include more information into your resume, however, remember that your resume is essentially a quick and dirty synopsis where only the most relevant or recent information should be presented. Your job application will go into more detail regarding your educational, volunteer and work experiences. Including that you were a Student of the Month in 5th grade is not relevant, nor important enough to have on your resume.

It is always a good idea to have numerous people look over your resume. Have your GAL read through the resume to check for spelling, grammar and formatting errors. Your GAL may also be able to offer ideas on strengths, skills, and interests related to the job you are applying for!

Reference:

Slack, M. (2019). Best resume formats for 2020: examples & guide. Resume Genius.
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