

RESUME

Sample Chronological Resume

IWANNA WORK

11711 Sand Canyon Rd. Yucaipa, CA 92399
Cell: 909-389-3366 Email: iwork@student.sbccd.edu

OBJECTIVE

Seeking a full-time Manager position at the Big Food Restaurant

PROFILE

Energetic and results oriented professional
Working in restaurant industry for 5 years
CPR, AED and First Aid Certified

EDUCATION

Associate of Science in Business Administration May 20XX
Crafton Hills College, Yucaipa, CA
GPA: 3.25

Coursework

Introduction to Business	Business Management
Business Law	Business Communication

Campus Organizations

President, Academic Student Senate	August 20XX-Present
Member, Business Club	August 20XX-May 20XX

ACADEMIC PROJECTS

Lead Team Member, Business Concepts Course January 20XX-May 20XX

- Conceptualized, developed, and designed interior furnishings, menu, and branding for mock Asian fusion restaurant with a group of 3 team members.
- Created Access database to track inventory and ordering of perishable and nonperishable food items for the restaurant.

EXPERIENCE

Shift Supervisor, Planet Food, Redlands, CA June 20XX-Present

- Direct food and beverage operations for highly visible night club/theme restaurant seating 420 guests, generating over \$10 million annually.
- Manage up to 22 shift associates including wait staff, bussers and bartenders.
- Participate in interviewing and hiring. Facilitate new employee training.
- Execute private parties for VIP and celebrity guests, ensuring guest satisfaction and confidentiality.
- Conceptualize and implement Monday Night Football promotion, securing corporate sponsor and increasing sales by 33%.
- Received "Employee of the Month" recognition four times in 24 months.

Guest Relations Lead, FUN FUN Resort, Rancho Cucamonga, CA March 20XX-May 20XX

- Provided leadership and direction for up to 25 resort staff members engaged in providing guest tours, responding to inquiries, addressing special needs and ensuring guest satisfaction.
- Coached and counseled cast members to ensure appropriate conduct is demonstrated and correct procedures are followed.
- Addressed guest concerns and created service solutions to ensure greater satisfaction.
- Facilitated "Water Ducky's" outdoor play and provided new information and procedures to cast weekly.
- Anticipated and met changing labor needs and deployed staff to ensure appropriate coverage.
- Coordinated VIP and backstage tours for celebrity guests and dignitaries.
- Recognized for providing outstanding guest service.
- Promoted from Guest Relations Host in nine months.

SKILLS

- Proficient in Microsoft Office: Word and Excel.
- Bilingual: read, write and speak fluently in both English and Spanish.

Other Types of

Resumes:

- ◆ Academic
- ◆ Combination
- ◆ Functional
- ◆ Professional

**Resume
Checklist
on reverse
Side**

Career Center Services & Calendar

**Check out our website
for current dates,
times, and locations of
workshops and career
events.**

Located:

Crafton Center
220, Second Floor

Phone:

909-389-3399
909-389-3366

Email:

Careercenter
@craftonhills.edu

Website:

www.craftonhills.edu/
CareerServices



Resume Checklist/Pointers

Header

- ◇ Name (bold, two font sizes larger than remaining text)
- ◇ Address/Phone/Email error-free and professional
- ◇ Same heading and paper for resume and cover letter
- ◇ Consistent margins and balanced from side to side

Objective

- ◇ Focused/clear/non-cliché
- ◇ Tailored for a specific position

Summary Statement

- ◇ Offers immediate value in a compelling language
- ◇ Focused on what you can do for the company
- ◇ Strong brand laced with keywords from job posting
- ◇ Two to three lines in length
- ◇ Clear, concise, and reader-friendly

Sales Zone

- ◇ Subcategories focus on specific ability or skill
- ◇ Includes results with metrics whenever possible

Educational Section

- ◇ Degree/Program and College/University listed
- ◇ GPA (if 3.0 or above)
- ◇ Lists relevant coursework, if applicable
- ◇ Honors/Awards listed

Career, Internship, and or Volunteer History

- ◇ Reverse Chronological order (recent listed first)
- ◇ Highlight Knowledge, values, skills and abilities
- ◇ Years displayed correctly and consistently

- ◇ Work clearly describing, showcasing skills
- ◇ Accomplishments broken out in bullets

Overall Presentation

- ◇ Well organized, good use of white spaces (guides reader's eye to highlight your immediate contribution)
- ◇ Material presented in logical , compelling manner
- ◇ Section headings stand out (should be bold)
- ◇ No abbreviations/acronyms unless spelled out in first use
- ◇ Consistent margins throughout (between .5 to 1.0 inch)
- ◇ Proper tense usage (anything in the past, write in past tense)
- ◇ Punctuation is correct and consistent
- ◇ No personal pronouns (“I,” “my,” or “me,”)
- ◇ One page in length (two maximum if applicable)
- ◇ Free of spelling errors
- ◇ Proof-read/reviewed by Career Center Professional
- ◇ Uses active/action verbs (i.e. Coordinated) eliminate redundancy
- ◇ “Shows” your value (opposed to simply “telling”)
- ◇ Avoid use of terms like “duties” and “responsibilities”
- ◇ Printed on high quality 24lb paper (white, ivory, grey, light blue)
- ◇ Same heading and paper for resume and cover letter
- ◇ Fluffy words have been omitted
- ◇ Does NOT contain “references available upon request”
- ◇ Industry-keyword rich (find key words on the job description)

Parts of Resume Checklist Adapted from: Education Career Services

Action Verbs

Worked with others:

Advised	Chaired	Consulted with	Interacted with	Participated in	Referred	Taught
Aided	Coached	Helped	Mentored	Motivated	Served	Teamed with
Assisted	Collaborated with	Instructed	Met with	Partnered with	Supported	Trained
						Worked with

Communicated:

Addressed	Briefed	Debated	Facilitated	Interpreted	Persuaded	Publicized
Advertised	Corresponded	Explained	Informed	Interviewed	Presented	Responded to
Answered						

Created or Revised Something:

Authored	Conceptualized	Developed	Expedited	Improved	Modified	Reorganized
Built	Corrected	Drafted	Designed	Initiated	Originated	Revamped
Composed	Created	Edited	Generated	Instituted	Planned	Simplified
Conceived	Designed	Enhanced	Implemented	Invented	Restructured	Streamlined

Analyzed Data or Processes:

Assessed	Calculated	Evaluated	Inspected	Monitored	Tested
Appraised	Computed	Examined	Investigated	Researched	
Audited	Estimated	Forecasted	Measured	Surveyed	

Operated Equipment:

Installed	Programmed	Serviced
Maintained	Ran	Utilized

Worked with Money or Contracts:

Administered	Balanced	Dispersed	Funded	Monitored	Purchased
Appropriated	Controlled	Enforced	Governed	Negotiated	
Authorized	Directed	Financed	Invested	Oversaw	

Organized Something:

Arranged	Catalogued	Coordinated	Invoiced	Organized	Scheduled	Staged
Assembled	Compiled	Filed	Itemized	Routed	Stocked	Tracked