

First Name Last Name

Personal Statement

Make it brief & customized to the field.

Address

City, State, Zip Code
Professionalemail@gmail.com
(555) 555-5555

Personal Information

- ✓ Name: Bold and Larger Font
- ✓ Address: Spell it out
- ✓ Email: MUST be professional, alternative email address.
- ✓ Phone: Only list 1 phone number

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

EDUCATION

Business Management, Associate of Applied Science

Emphasis: Business Administration
Rasmussen College, St Cloud, MN

Anticipated Graduation: June 2014

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 top of bottom.

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 with regular customers.
- Developed excellent written and verbal communication through interactions with customers.
- Experienced with Excel, PowerPoint, Access, and Word.

SKILLS/SUMMARY OF QUALIFICATIONS

This section MUST be customized for the job. Review the job description and make sure keywords & transferable skills are located here.

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.

October 2004-present

Assistant Montessori Guide

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.

January 2002-August 2004

Sales Associate

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
- Created and maintained sales relationships with regular customers, contacting them for sales promotions and special offers resulting in increased monthly sales

April 2000- September 2002

EXPERIENCE SECTION

Highlight duties & skills that are only relevant to the job you are applying for. Make sure each bullet is detailed and quantified.