

Name

- ✓ 14-20 point font size
- ✓ In bold font

First Name Last Name**Address**

- ✓ Spell it out
- ✓ Avoid abbreviations

Address

City, State, Zip Code

Professionalemail@gmail.com

Highly skilled Customer Service Professional with extensive employment opportunities in restaurant management.

EDUCATION**Business Management, Associate of Applied Science**

Emphasis: Business Administration

Rasmussen College, St Cloud, MN

SKILLS**Layout and Design**

- ✓ Uses a standard font and size for the body that is easy to read (10-12pt).
- ✓ **NO TYPOS** on the resume.
- ✓ Abbreviations are avoided.
- ✓ Document is single-spaced.
- ✓ For undergraduate students, resume does not exceed one page in length. Experienced professionals should not exceed a 1 ½ in length.
- ✓ Style and layout are consistent throughout the resume including consistent use of bullets, bold, italics, underline, hyphens, punctuation, and indentation.
- ✓ "I" statements are avoided.
- ✓ Color and graphics are avoided; unless it is a design resume.

- 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
- Experienced with Excel, PowerPoint, Access, and Word.

White space on the right side of the document is utilized.

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

Bloomingdales, Bloomington, MN

- Worked on the floor assisting guests with concerns and needs
- Organized floor sets and clothing displays working in
- Participated in inventory recording of entire store, e
- Created and maintained sales relationships with regular customers and special offers resulting in increased monthly sales

April 2000- September 2002

ADDITIONAL INFORMATION

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