

# FOUNDATIONS



## OF RESTAURANT MANAGEMENT & CULINARY ARTS

SECOND EDITION

### MILES COOPER

411 Superman Way  
Any Town, Any State Any Zip Code  
333-555-1212  
miles.cooper@professionalemail.com



Leave white space and use headings and section breaks. Keep your resume length to a single page.



Include your career objective. Tailor it for the job you want.

### OBJECTIVE

To earn professional experience in the field of culinary arts and hospitality management by gaining employment in the back of the house with the goal of becoming a cook.

### WORK EXPERIENCE

- Childcare provider 2014–present  
Provide care to twin children, including supervised play, meal preparation, cleaning services, and assistance with homework.
- Lawn maintenance provider 2014–present  
Provide lawn maintenance services to local area, including weed and debris removal, grass cutting, leaf raking, and flower planting. Developed a new client base of eight accounts in local area in the past year, up from one account in the first year.
- Volunteer Prep Cook, Meals on Wheels 2017–present  
Prepare and assist in the delivery of meals to local seniors.



Include your contact information: name, with your first name first; mailing address including city, state, and zip code; phone number; and email address. Be sure to use an email address that is appropriate. Avoid nicknames; for example, use an email with only your name and some numbers.



Include your work experience. List all jobs, beginning with the most recent. Describe your accomplishments. If you don't have any work experience, that's okay. Include activities that show your skills and abilities and focus on how they relate to the job. You may also put your education section first, before experience.



Use active language to describe your experience or accomplishments. Avoid using buzzwords or jargon.



Showcase your accomplishments. Employers want to know what you've accomplished, not what your duties were. And, if possible, illustrate your achievements with actual numbers, such as percentages or dollars.



Consider including a list of your qualifications that relate to the job. This would include skills and capabilities, like strong customer service, teamwork, and interpersonal skills.



List any degrees you have. If you are still in school, include your status; for example, junior or senior. If you recently graduated from high school, state the year you graduated, "diploma," and the name and location of your school.

Include courses that are relevant to the job you want. List any degrees, honors, a high GPA, scholarships, and accomplishments.



List references on a separate page, and add the phrase "References available upon request" at the bottom of your résumé.

### KNOWLEDGE AND ABILITIES

- Understands the fundamentals of food safety and serving and handling food safely
- Works with a sense of urgency
- Communicates effectively and professionally in speech and writing
- Promptly follows directions
- Dependable and punctual
- Positive contributor to teams
- Makes excellent judgments
- Willing and eager to learn
- Displays positive attitude

### EDUCATION

American High School, Any Town, Any State. Expected graduation: June 2019; currently a junior. Special concentration in career and technical education, culinary arts, and hospitality management through the ProStart program in association with the National Restaurant Association. Completed the first year of a two-year program.

### ACTIVITIES, AWARDS, AND HONORS

ProStart culinary competition team, perfect attendance award 2018, National Career and Technical Education Honors Society inductee 2018, Boy Scouts of America Eagle Scout.

### CERTIFICATIONS

CPR, valid 2018–2019.  
ServSafe Food Handler, 2018.  
Certificate and number available upon request.  
ServSafe Manager, valid 2018–2023.  
Certificate and number available upon request.



Include any certifications and licenses that may be related to the job you are applying for.

References available upon request.