

FOUNDATIONS

OF RESTAURANT MANAGEMENT & CULINARY ARTS

SECOND EDITION



Leave white space and use headings and section breaks. This formatting makes the information easier to read and more attractive. Keep your resume length to a single page.

HAYDEN HARPER

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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.

Objective:

My goal is to earn professional experience in the field of culinary arts and hospitality management, with the ultimate goal to become a restaurant manager. My strengths include excellent communication and customer service skills. An enthusiastic team player, I am eager to learn new things and approach all tasks with a positive attitude.



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

Work Experience:

Caddy, Any Town Golf Course, 2016–present.

- Provide caddy services and support to the golf pros and various clients at the Any Town Golf Course.

Food and beverage attendant, Any Town Country Club, 2016–present.

- Track inventory and contribute the data for monthly financial reports.
- Manage charge records and payment transactions.
- Order supplies.
- Clean and sanitize food-contact surfaces.
- Prepare and serve a variety of foods and beverages from the mobile cart and the concession stand.



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 can also put your education section first, before experience.



Use active language to describe your experience or accomplishments. Avoid using buzzwords or jargon. Use active language to describe your experience or accomplishments. If possible, illustrate your achievements with actual numbers, percentages, or dollars.

Related Skills and Capabilities:

- Food safety
- Workplace safety
- Foodservice equipment
- Cleaning and sanitation procedures
- Point-of-sale systems and various computer systems
- Payment processing
- Inventory



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.

Education:

Diploma, American High School, Any Town, Any State, 2018.

- Special concentration in career and technical education, culinary arts and hospitality management through the ProStart program in association with the National Restaurant Association.
- Completed both years of a two-year program, awarded the ProStart National Certificate of Achievement (COA); earned 12 dual credits in culinary arts and hospitality management, and 8 dual credits in marketing and accounting.



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.

Activities, Awards, and Honors:

- Volunteer customer service associate, Any Town Hospital, 2018
- ProStart management competition team, 2017 and 2018, state finalist
- National Career and Technical Education Honors Society inductee, 2017
- Golf team, 2017–present
- Quiz bowl team member, 2018

Certifications:

ServSafe Manager, valid 2017–2022. 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.



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