

# Jane Smith

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*Start with skills!*

## JOB EXPERIENCE

**Angus Prime Steakhouse and Bar**  
Server

June 2012 – Present

- Took orders and worked with co-servers to deliver food and drink to tables.
- Restocked items, reconciled cash drawer, and managed other closing duties.
- Received Sommelier Certification
- Helped train new servers and staff.
- Began offering wine pairing suggestions and saw increase in wine sales.

*Managerial duties should get top billing.*

*Explain the relevance for a non-restaurant job*

*Don't focus on location and titles, draw attention to skills*

*This is an important, transferable skill!*

*Shows a strong work ethic and potential benefits for any employer*

**Twelfth Street Café**  
Bartender

May 2009 – May 2012

- Provided fast service.
- Created drink specials using local, organic ingredients.
- Focused on fast, quality service.
- Managed team during high-demand hours.
- Trained new co-workers.

*Is this a place to show a self-starting attitude?*

*Describe the challenges of the work environment*

*Again, the management skill is "buried" - hard for a busy recruiter to easily spot*

**The Jackson Grill**  
Hostess

February 2008 - May 2009

- Seated customers.
- Welcome guests to restaurant.
- Coordinated assignments of servers and tables.
- Good performance was rewarded with more hours.

*Describe "good performance"*

## ACCOMPLISHMENTS

- "Top Employee" in 2010, 2011
- Sommelier Certification
- Positive feedback from guests
- Took on unscheduled shifts
- Volunteered for charity events

*These can help you "make your case" on skills*

*Which skills allowed you to earn this?*

*Feedback on what, specifically?  
Is this rare or common?*

*What skills did you use? What kinds of charities?*

## EDUCATION

- Bachelor of Arts, State University, Literature

## OTHER SKILLS AND AFFILIATIONS

- Microsoft Office
- Local Food Bank Volunteers
- Freelance Writer

*Is this a place to demonstrate leadership?*

*This deserves more attention. Don't ignore it just because it doesn't come with an office or business name!*