

Jayne Dough

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Your name and Contact information is the first thing on the resume. Be **SURE** it is correct. If you have multiple addresses, you can list them, but two is enough. Be sure the email is appropriate and check it regularly.

Objective or Summary

To secure a position in marketing , which will best utilize my communication, group interaction, team leadership, and interpersonal skills

This section can have many names: Profile, Summary, Qualifications. An **Objective** indicates your target job/field plus key strengths. A **Summary** provides several specific yet broader skills and experiences you bring to the workplace, typically used by individuals with several years of experience.

This can be divided into several sections, "Activities", "Related Experience" or just labeled "Experience" depending on your priorities and organization.

Experience

West Chester Golf & Country Club West Chester, PA

Mar 2008- Current

Hostess Coordinator/Server/Banquet Server

Hostessing and coordinating service staff; customer service; assisting in servicing banquet parties up to 150 guests

Taste of Britain/Easy Elegance Catering Devon, PA

Sept 2007- May 2008

Food Service

At this Brunch/Lunch eating establishment, served the entire establishment; cash receivable duties for both the restaurant and the adjacent grocery item shop; and was the representative of the firm for private catering parties.

Hershey Lodge- Bears Den Hershey, PA

Mar- Aug 2007

Food Service

Hostessing, table designation, greeting and communicating with guests, and assisting with food service.

SUBWAY Restaurant franchise Carlisle, PA

Jun-Aug 2006

Oversaw satellite branch of this national sandwich chain located at the Auto Show Exhibition Grounds. Capably handled high traffic customer order servicing and food preparation, especially on weekends.

Applebee's Restaurant Exton, PA
Food Service

Oct-Mar 2005

Emrich's Restaurant Camp Hill, PA
Food Service

May-July 2005

Bob Evans Restaurant Cumberland, PA
Food Service

June 2003-Aug.2004

Multiple listings of a similar nature can be combined to save space:

Food Service	2003-2005
Applebee's Restaurant (Exton, PA)	
Emrich's Restaurant (Camp Hill, PA)	
Bob Evans Restaurant (Cumberland, PA)	

The extra space can be used to promote leadership activities, athletics, skills, service and/or community involvement.

Education

West Chester University, West Chester, PA
Bachelor of Science in Business Management
GPA: 3.0

May 2009

This section could be moved higher if more emphasis is to be placed on the fact that you have a degree. The GPA is OK to list, but not always required or suggested (especially if below a 3.0) High School is not needed; and more than one college/university can be shown. Honors and selected coursework can also be items to include if relevant.

References Available Upon Request

This "References" line is fast disappearing because it provides little needed information. However, if you are in need of a line to add to your resume, it can be used to end the document.

One versus two pages...This example is two pages because of the comments, but the original resume easily fit on one page. You will find there are times when two page resumes are appropriate, and some professions have their own preferences (if you have a second page, be sure your name is on page 2 somewhere). The main question is whether you can fit on one page without sacrificing crucial information. It is best to discuss that with a career resource...such as the Career Development Staff!