

# FIRST NAME LAST NAME

T I T L E

## C O N T A C T

☎ 123-456-7890  
✉ youremail@mail.com  
in username  
📍 New York, NY

## S U M M A R Y

A resume summary is a preview of your most notable achievements, experiences, and skills. The primary purpose of this section is to convince the manager to read the rest of your resume. Consider quantifying your accomplishments.

## E D U C A T I O N

### BACHELOR'S DEGREE, CULINARY ARTS

University | City, State  
Date – Date

### ASSOCIATE'S DEGREE, KITCHEN MANAGEMENT

University | City, State  
Date – Date

## S K I L L S

### // TECHNICAL

Ingredient Selection  
Knife Control  
Food Preparation  
Inventory Management  
Food Safety  
Cost Reduction

### // PROFESSIONAL

Commitment to Quality  
Communication  
Problem Solving  
Emotional Intelligence  
Handle Criticism

## W O R K E X P E R I E N C E

### ENTER YOUR JOB POSITION HERE

Company Name | Date – Date

Use this paragraph to give a summary of your position and some major accomplishments. Give a brief description of the company if it is not well-known.

- Start each bullet with a power word. Use *converted*, *organized*, or *developed* rather than *responsible for*.
- List no more than 3-5 bullet points. Only include the most relevant information.

### ENTER YOUR JOB POSITION HERE

Company Name | Date – Date

If you have been employed in the same company as the one above, you don't have to duplicate the information.

- When writing about your work experience, focus on your achievements rather than your responsibilities.
- Triple-check your resume for any errors. Review the alignments, font sizes, and margins.

### ENTER YOUR JOB POSITION HERE

Company Name | Date – Date

Only include the most essential information in your resume. Each word you write counts!

- Put your most valuable achievements in the beginning of each bullet point. As they look through your resume, they might miss out on your key accomplishments.