

# **RESUME WORKSHEET**

Your resume is THE MOST IMPORTANT part of your job search. It is your marketing piece ... it should tell a company why they want to interview you immediately. You want to present yourself as a strong manager who brings many proven skills and with him to another position. Make certain you give specifics about your accomplishments – do not make ambiguous statements anyone can say about themselves .... “I’m a people person” ... “I’m a good cost controls manager” .... These generalized statements really say nothing about your abilities. Use the worksheet below to help you develop a strong resume that will get you interviews!

**Best Assets** – *this section is the “sales pitch” on you ... define your background and list some accomplishments. You have 3 seconds of an employer’s time to scan your resume and decide if they will call you for an interview.*

- \* \_\_\_\_\_ years experience in \$ \_\_\_\_\_ volume restaurant.
- \* \_\_\_\_\_ years successful track record in \_\_\_\_ (full service or fast food) \_\_\_\_\_
- \* Highly skilled in \_\_\_\_\_
- \* Expertise in \_\_\_\_\_
- \* In-depth knowledge of \_\_\_\_\_

## **Utilize some of these statements for your accomplishments**

- \* \_\_\_\_\_ Reduced Labor costs from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ (time frame)
- \* \_\_\_\_\_ Reduced Food costs from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ (time frame)
- \* \_\_\_\_\_ Increased Sales \_\_\_\_\_ % in \_\_\_\_\_ time frame.
- \* \_\_\_\_\_ Highly organized in planning and execution of assignments.
- \* \_\_\_\_\_ Expert at unraveling complexities associated with \_\_\_\_\_.
- \* \_\_\_\_\_ Highly motivated succeed - \_\_\_\_\_ % self-financed College Education while maintaining \_\_\_\_\_ GPA.
- \* \_\_\_\_\_ Strong Work Ethic - known to work \_\_\_\_\_ hours per week.
- \* \_\_\_\_\_ Supervisory experience and training of up to \_\_\_\_\_ employees.
- \* \_\_\_\_\_ Known to give 110% to a job - outstanding references.
- \* \_\_\_\_\_ Innovative Manager - upgraded services and caliber of \_\_\_\_\_.
- \* \_\_\_\_\_ Ability to handle stressful situations and meet stringent deadline requirements.
- \* \_\_\_\_\_ Reputation as troubleshooter - sent to \_\_\_\_\_ locations as turn around manager.
- \* \_\_\_\_\_ Proven ability to reduce turnover by \_\_\_\_\_.
- \*

# Free Resume Format

[Enter in Name, Address & Contact info below]			
<b>BEST ASSETS:</b>			
▪			▪
▪			▪
▪			▪
<b>WORK HISTORY:</b>			
[MM/YY]	-	[MM/YY OR Present]	[Company Name]
			[City, State]
<b>Current Title:</b>			
<b>Duties and Responsibilities: [Enter Below]</b>			
➤			
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<b>ACCOMPLISHMENTS: [Enter Below]</b>			
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[MM/YY]	-	[MM/YY OR Present]	[Company Name]
			[City, State]
<b>Current Title:</b>			
<b>Duties and Responsibilities: [Enter Below]</b>			
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<b>ACCOMPLISHMENTS: [Enter Below]</b>			
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[MM/YY]	-	[MM/YY OR Present]	[Company Name]
			[City, State]
<b>Current Title:</b>			
<b>Duties and Responsibilities: [Enter Below]</b>			
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<b>ACCOMPLISHMENTS: [Enter Below]</b>			
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<b>EDUCATION</b>			
[Enter Dates]	[School Name]	[City, State]	
[Enter Diploma, Degrees, Seminar Name etc.]			