



If you find a job...

How to write a resume

First, let's review what a resume isn't.

- It **isn't** a log of your job history.
- It **isn't** a summary of skills.
- It **isn't** going to *automatically* get you a job.



Details about the resume sections:

Contact Information – The most consistent element across all three resume formats, contact details must be outlined near the top.

Resume Objective – This type of resume introduction can be used by anyone, and allows job-seekers to tailor their resume to their employer.

Work Experience – For this format, you must have a consistent work history (or one that isn't too patchy).

Additional Skills – Your skills section can still be used to highlight personal attributes you're proud of.


Education – Your degrees (any) and certifications (if relevant) should be prominent.

Accomplishments – Be sure to mention your most impressive awards and honors.


CHRONOLOGICAL RESUME

(Bartender Example)

CONTACT

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EDUCATION

2014 - 2016

A.A. BARTENDING
Professional Bartending
School, Washington, D.C.

2010 - 2014

ADVANCED DIPLOMA
ST. JOHNS HIGH SCHOOL,
Washington, D.C.

KEY SKILLS

Cocktail Preparation



Customer Relations



Spanish



POS Systems



Exceptional Memory



Menu Creation



AWARDS

RESUME OBJECTIVE

Lead Bartender with 4+ years of experience in cocktail preparation and creation, and a bartending license certified by the District of Columbia. Possess a deep knowledge of local craft beers, wine, spirits, and cocktails, as well as their optimal food pairings. Seeking to leverage my bartending skills to fulfill the Head Bartender position at your restaurant.

PROFESSIONAL EXPERIENCE

2017 - 2020

LEAD BARTENDER
Gilly's Sports Bar, Washington, D.C.

- § Introduced a "Cocktail of the Month" promotion to our menu that was well received by customers and increased monthly sales
- § Trained 3 brand new bartenders on all aspects of the job from drink preparation and knowledge to building valuable customer relationships and upselling techniques
- § Reduced inventory losses by 10% by managing our beverage inventory with innovative beverage management software

2014 - 2017

BARTENDER
Capital Bar & Grill, Washington, D.C.

- § Engaged in small talk and jokes with clientele in order to build rapport and ensure that they became repeat customers
- § Took food orders from guests at the bar and recommended beverage pairings to go with their meals, which boosted spending by an average of \$10 per customer

How to get a job interview



Before you go for another interview, ask yourself 4 questions.

1. What kind of job do I want to get?
2. What does the company I am interviewing need?
3. What knowledge, skills, and technologies are needed to complete this work?
4. What conditions does the company offer? Do they suit me?

Here are some suggestions:

- Do not rely on costume magic
- Evaluate the office and future colleagues
- Ask questions
- Answer honestly
- Arrange feedback



What questions can be asked to the employer



What tasks will face me?

Which team?

Why did the job open? What is the history of its replacement?

What are the criteria for evaluating the results of work?