

FIRST NAME LAST NAME

City, State, Emailaddress@provider.com, Phone Number
linkedin.com/in/firstnamelastname/

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

EDUCATION

Bachelor of Science in Hospitality and Tourism Management, May 20XX
Northern Illinois University, DeKalb, IL Overall GPA 3.1/4.0

CERTIFICATIONS

Certified Food Service Sanitation Instructor
Certified in First Aid and CPR

RESTAURANT EXPERIENCE

Intern, ARAMARK University Dining - Evanston, IL, May 20XX - August 20XX

- Utilized standardized recipes to prepare entrees for service
- Planned catering luncheon event for 50 people
- Conducted menu pre-costing for concessions menu
- Attended companywide training for Micros point of sale system

Assistant Manager, Ramon’s Café - Huntley, IL, May 20XX- June 20XX

- Managed dining room operations, assured customer satisfaction
- Supervised a staff of seven in all aspects of café operation

ADDITIONAL EXPERIENCE

Sales Associate, Dillard’s Department Store - Batavia, IL, Aug 20XX - May 20XX

- Worked an average of 30 hours per week while attending college full-time
- Provided quality service to dozens of customers each day
- Assisted with design and set-up of merchandise displays
- Balanced cash drawer averaging \$1,200 per day

LEADERSHIP ACTIVITIES

Vice President, Society for Hospitality Administration August 20XX – Present

- Helped schedule and arrange industry speakers, organized a charity dinner and silent auction fundraiser
- Organized tours to the Park Hyatt-Chicago, Peninsula-Chicago, and Eataly Restaurant

Member, Student Dietetics Association February 20XX - Present

- Helped organize Empty Bowls charity fundraising event
- Attended meetings and guest presentations by restaurant professionals

COMPUTER SKILLS

- Microsoft Office Suite (Word, Access, Excel, PowerPoint)
- CostGuard (restaurant inventory, recipe, menu, food & liquor costing and sales management software)