



First Name Last Name

123 Maple Dr.  
Anywhere, MA 02116

617-555-1234  
[email@email.com](mailto:email@email.com)

Profile

This is where you write what work you’d like to do and what motivates you. This is how you set the tone of your resume. Write what do you most want to the person reading your resume to know.

Experience

- 01/2015-06/2017   **Host**  
**TFI Fridays** – Boston, MA
  - Describe the tasks and responsibilities of the job; your accomplishments during your time
  - Be specific and use numbers to show growth or accomplishments
  - List your jobs in reverse chronological order starting with most recent and working your way back
  - Use bullet points, but don’t end your sentence with punctuation in the bullet points
- 01/2013-12/2014   **Food Service Management Intern**  
**Big Company LLC** – Boston, MA
  - Include volunteer or internships that you’ve had that might be relevant to the job

Education

2015

**Associates Degree:** Business Administration  
Roxbury Community College- Boston

Interest

- \* Yoga
  - \* Cooking
  - \* Tea
  - \* Reading
- \* Basketball  
(Go Celtics!)
  - \* Running
  - \* Choir
- \* Other interests  
you might have  
that give them  
an idea of who  
you are.