



Key to Success
RESUME WRITING
Hospitality, Sport & Recreation Management

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This worksheet will assist in creating your professional resume. Use the areas below to gather and brainstorm content! For more detailed information about resumes, check out the MODULES section of the [Hart School Career Development Canvas page](#). Download the [Resume Tips & Tricks](#) handout, the [Action Verbs for Resumes & Cover Letters](#) handout, and the [HM and SRM Sample Resumes](#). For an individual resume review, please [make an appointment with Jen Nelson](#).

CONTACT INFORMATION

Name _____ City/State: _____
Phone #: _____ Email Address: _____
LinkedIn URL (optional): _____

YOUR NAME HERE (First, Middle Initial, Last)

1234 Duke Dog Drive | Harrisonburg, VA 22801 | 540-568-5681 | dukedog@jmu.edu
LinkedIn: www.linkedin.com/yournamehere

EDUCATION

List all the colleges and universities from which you have earned or will earn a degree. Do not include high school. Only include community colleges if you earned a degree from the institution.

College/University: _____ City/State: _____
Degree/Major: Bachelor of Science in Hospitality Management OR Sport and Recreation Management
Minor: General Business (and list additional minors, if you have them, as well)
GPA: (List either cumulative GPA or Major GPA, whichever is higher): _____
Graduation date (Month/Year): _____

EDUCATION

James Madison University – Harrisonburg, VA

5/2018

- Bachelor of Science in Sport & Recreation Management
- Minor in General Business
- Major GPA: 3.52

WORK EXPERIENCE

List jobs, internships and/or practicums, or related HM/SRM experiences. List the most recent information first. When noting your responsibilities & accomplishments, use concise statements to describe your role. Use strong action verbs to describe your skills, activities and accomplishments; quantify these when possible. List duties and responsibilities, accomplishments and achievements. List at maximum 5-6 bullets; at minimum 3 bullets (example below).

Hostess and Cashier (bolded, slightly larger font)

Hyatt Regency, Barrel & Bushel – Tysons Corner, VA (slightly smaller font, italicized)

5/2018 – Present

- Direct flow of guests into dining room while providing accurate wait times and tending to special requests
- Maintain constant communication between management and all other employees to provide smooth operation in an extremely high-volume environment
- Manage and assist guests at the Grab N' Go station; ensure all products are ordered/restocked; prepare gourmet coffee and other customized hot beverages
- Process and respond to phone inquiries regarding the restaurant and consult with various hotel

*** Use the given space below to list some of your current and past work experiences.***

LEADERSHIP EXPERIENCE (Optional Section)

List as you would a job, use bullets to highlight the higher-level responsibilities you held (managing, strategic planning, collaborating, communicating, etc.) and demonstrate your ability to accomplish organizational goals and lead others.

Gamma Phi Beta Sorority – Harrisonburg, VA

12/2016 – Present

- Serve as Preference Day Chairwoman, planning and implementing Preference Day activities and ceremonies to adhere to the organization's policies and procedures; develop and facilitate recruitment and initiation workshops to build and strengthen the Chapter
- Served as Parliamentarian from 12/2015 – 5/2016; coordinated and directed the adherence to rules and bylaws at weekly Chapter meetings

*** Use the given space below to list some of your current and past work leadership experiences.***

INVOLVEMENT (Campus, Community, Volunteer)

Highlight activities that demonstrate involvement in organizations, passion for length of membership. List using bullet points and make sure to highlight the role you played (member/volunteer, etc.) and dates. Remember, quality involvement is more important than quantity!

- Sports and Leisure Association of Madison – Member, 9/2015 – Present
- Professional Convention Management Association – Member, 9/2015 – 9/2018
- Harrisonburg Food Pantry – Volunteer, 9/2015 – Present

* Use the given space below to list some of your current and past involvement experiences.*

SPECIAL SKILLS, HONORS, AWARDS, & CERTIFICATIONS (Optional Section)

Skills might include: Languages (note level of fluency), Computer skills (list programs and languages you are able to use). Focus on skills most relevant to your desired position/career field.

- Foreign Languages: English (Native); Spanish (ACTFL: Speaking – “Superior,” Writing – “Superior,” Listening – “Advanced High,” Reading – “Distinguished”
- Proficient user of Canva web-based graphic design program
- ServSafe Food handler trained
- ServSafe Food Allergens trained
- TIPS trained and certified (Training for Intervention Procedures)

* Use the given space below to list some areas you could highlight as special skills, honors/awards, or certifications.*

REFERENCES

NOTE: References are not included on your resume. They are listed separately and are offered upon request from the employer. List 3 or 4 individuals who can speak to your work ethic, academic performance, skills and abilities. → **VERY IMPORTANT:** Ask these individuals to serve as references prior to including them on your reference page.

Full Name

Title

Company/Department

City/State/Zip Code

Business Phone

Email Address

Relationship to you (former supervisor, etc.)

* Use the given space below to list some current/former supervisors, colleagues, and professors you could ask to serve as a reference.*