



BRITISH AMERICAN

HOUSEHOLD STAFFING

15 Greene Street, Ground Floor | New York, NY 10013 | 212-966-2248

BAHS Resume Guidelines

Your resume must include the following sections:

1. **Skills or Qualifications** (For Example – X years of childcare experience, CPR/First Aid certification, ability to swim, drivers license, passport, experience with x/y/z kind of family, etc.) – add anything that you think shows clients your strengths!
2. **Childcare experience** – at least two positions, described in detail
 - All your **childcare experience** positions **must** include the following information:
 - Family Sur Name (or “Private Family)
 - Location
 - Dates – (Month/Year-Month/Year)
 - Full time or Part- time?
 - Job title
 - Ages of Children Upon Hire
 - Did you travel domestically or internationally with this family? If yes, for how long?
 - Detailed description of job responsibilities (at least 5 sentences)
 - *What was involved in your day-to-day in the position? How were you proactive in this position? This should include the detailed job description like childcare, cooking/cleaning, transport, etc. as well as how you went above and beyond to assist the family while in your role. Provide as much detail as possible in order to let the employers reviewing your resume know how useful it would be to have you in their lives. Please ensure that the descriptions are accurate and that you have employer references that can verify them.*
 - Here are some useful action words to use in your job descriptions: Managed, Maintained Transported, Organized, Cooked, Planned, Facilitated, Aided, Collaborated, Executed,

Oversaw, Instituted, Reconciled, Stimulated, Maximized,
Arranged, Maintained, Communicated, Prepared, Scheduled,
Provided

- Get creative!

- Reason for Leaving the position

3. Education

- *Name of the Institution*
- *Location*
- *Dates Attended (Month/Year-Month/Year)*
- *Degree Earned*

4. Related experience (if applicable)

- (For example – camp counselor, teacher, personal assistant, etc.)
- Location –
- Dates – *Month/Year-Month/Year*
- Full time or Part- time?
- Job title
- Please describe your position in detail (3-7 sentences). Include all your responsibilities at the position, your day-to-day, the skills you acquired and used on a daily basis, and any quantifiable results that you had a hand in.

5. Hobbies and interests