



BRITISH AMERICAN

HOUSEHOLD STAFFING

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BAHS General Resume Guidelines

Your resume must include the following sections:

1. **Skills or Qualifications** (For Example – X years of experience in the field, specialty services or relevant trainings or certifications, driver’s license, passport, experience with x/y/z kind of family, etc.) – add anything that you think shows clients your strengths!
2. **On-the-job experience** – at least two positions in the field you’re applying for, described in detail
 - All your **relevant experience** positions **must** include the following information:
 - Family Sur Name (or “Private Family”)
 - Location
 - Dates – (Month/Year-Month/Year)
 - Full-time or Part-time? How many hours per week?
 - Job title
 - If relevant, list # of children/size of family, and size or scale of their home or property (if there is more than one home or property, list size and location for each if relevant)
 - 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 describing your everyday responsibilities 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 or relevant experience (if applicable)

- (For example – other household positions, hospitality roles, trainings, internships, apprenticeships, or licensure programs)
- 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