



BRITISH AMERICAN

HOUSEHOLD STAFFING

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BAHS Housekeeper Resume Guidelines

Your resume must include the following sections:

- 1. Skills or Qualifications** (For Example – X years of housekeeping experience, specialty services or trainings, driver’s license, passport, experience with x/y/z kind of family, etc.) – add anything that you think shows clients your strengths
 - Examples of skills worth adding: Experience working on a large team/fully-staffed home, fine art care, experience cleaning high-end furniture, jewelry cleaning, experience cooking for X# of family members, experience in a Kosher home, etc.
- 2. Housekeeping experience** – at least two positions, described in detail
 - All your **housekeeping 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
 - Bedrooms/bathrooms or square footage (if multiple homes, list for each)
 - 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 (deep cleaning, cooking, ironing/laundry, childcare) 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 – nanny or other in-home experience, hotel or corporate cleaning positions)
- 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.