

Your Name
34 Made Up Road San Jose, CA
Phone: (310) 555-555
Lindasample@gmail.com

PERSONAL SKILLS

- Well presented
- Reliable
- Strong attention to detail
- English speaker
- First Aid Certificate

AREAS OF EXPERTISE

- Ironing
- Cleaning
- Cooking
- Babysitting

PERSONAL SUMMARY

A well-mannered, polite and hardworking housekeeper with experience. Punctual, flexible and with an eye for detail and an ability to ensure a professional efficient and effective housekeeping service.

Smith Family, June 2016 - Present

Housekeeper

4 days a week, 5-bedroom house+3 bathrooms

- Cleaned home interiors and immediate exteriors such as patios, porches, and decks.
- Maintained kitchen area, including dishes, pantries, cupboards, counters, and floors.
- Purchased and ordered groceries and household supplies to maintain kitchen stock levels.
- Planned menus, cooked, and served meals and snacks to families and children.
- Ran errands, including taking laundry to dry cleaners, transporting children to/from school, and taking pets to groomers and vet.
- Assisted homeowners to rotate seasonal clothing in closets and plan seasonal events such as holiday parties and birthdays.
- Walked 2 dogs

Adkins Family, June 2008-2016

Housekeeper

2 days a week, 6-bedroom house+3 Bathrooms

- Cleaned home interiors and immediate exteriors such as patios, porches, and decks.
- Deep cleaned bathrooms
- Ironing
- Silver polishing
- Vacuuming
- Maintained kitchen and all common areas
- Oven cleaning
- Babysitting for family for date nights.

REFERENCES

Helen Smith (Current employer) (555) 310-5555

Alice Adkins (2nd employer) (555) 310-5555