

# BAHS RESUME GUIDELINES & TEMPLATE

## *Nanny Version*

*These guidelines and resume template are designed to help you present your skills, experience, and achievements in a clear and professional format.*

*Personalization is key—tailor your content to highlight your unique strengths to align with the role you're applying for.*

*When customizing the template, **you can edit the file in Canva or in Word**. Be sure to keep the formatting consistent to ensure readability and a polished appearance.*

*Once you've finalized your resume, upload the completed document into your BAHS profile so it's easily accessible for review.*

*Happy editing, and best of luck!*

## YOUR RESUME SHOULD INCLUDE THE FOLLOWING SECTIONS:



### **Name**

- Full first and last name

### **Location**

- Where you are currently located, no need for an address but a general city would be ideal

### **Contact Information**

- Email address, phone number, etc.

### **A short 'About Me'**

- Make yourself shine, detail any special experience you have, highlight personality traits, list any hobbies or interests, etc.



### **Skills or Qualifications**

- Some examples include:
  - X years of experience in the field
  - Specialty services
  - Driver's license
  - Passport/travel documents
  - Experience with x/y/z kind of family, etc.)

Add anything that you think shows clients your strengths!





## Experience

- At least two positions in the field you're applying for, described in detail
  - This should cover at minimum the past ten years

Information provided should include:

- Family Sur Name
  - Or "Private Family" (if an NDA has been signed)
- Location
  - No addresses, a general city or neighborhood is preferred)
- Dates worked
  - (Month/Year - Month/Year)
- The schedule
  - Full-Time or Part-Time
  - Live-In or Live-Out
  - How many hours per week?
- Job title
- The number and ages of the children upon hire
- Detailed description of job responsibilities (at least 3-5 points)
  - Did you travel domestically or internationally with this family? If yes, for how long?
  - What was involved in your day-to-day in the position?
  - How were you proactive in this position?
  - Describe 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 what you could bring to their lives.
    - (Please ensure that the descriptions are accurate and that you have employer references that can verify them)
- Reason for leaving the position

Some useful action words to use in your job descriptions include:

- Managed, Maintained, Transported, Organized, Cooked, Planned, Facilitated, Aided, Collaborated, Executed, Oversaw, Instituted, Reconciled, Stimulated, Maximized, Arranged, Maintained, Communicated, Prepared, Scheduled, Provided -- Get creative!



## Education

- Name of the Institution
- Location of the Institution
- Dates Attended (Month/Year - Month/Year)
- Degree earned
- Any pertinent details:
  - Any memberships, honors programs, etc.



## Extracurriculars related to the role you are applying for

- Certifications
- Trainings
- Internships
- Apprenticeships
- Licensure programs



# FULL NAME



BRITISH AMERICAN  
HOUSEHOLD STAFFING

Job Title (Location)

*About you, special skills, personality traits, things that set you apart from the competition ie: Compassionate and reliable nanny with 10 years of experience providing nurturing care to children of all ages. Skilled in creating engaging, developmentally appropriate activities, preparing nutritious meals, and maintaining a structured yet fun environment. Known for a patient and warm personality, strong communication with parents, and the ability to multitask effectively. Passionate about fostering creativity through arts and crafts, outdoor adventures, and educational play. Certified in CPR and first aid, with a keen eye for safety and child well-being.*

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## QUALIFICATIONS

- These are examples, please provide your own:
- Over 10 years of professional nanny experience
- Experience working with multiples
- Experience caring for children with special needs
- Five years of classroom experience teaching grades Pre-K-12
- Fluent in Spanish

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## EXPERIENCE

**The A Family**  
Full-Time Nanny

**March 2023 - Current**  
New York, NY

Ages of Children at hire: 1yr Boy & 4yr Girl  
Schedule: Monday-Friday 7am-7pm

### **Job Duties:**

- Support a healthy childhood by enforcing good habits, chores, and reward systems per the parents' wishes
- Cook, clean, do errands, light laundry
- Use the family car to transport children to activities
- Miscellaneous tasks that contribute to an efficient, fun, safe, and enjoyable home environment
- Provided a stimulating environment to enhance the children's basic development skills
- Manage and coordinate activity schedule
- Travel with the family, extended family, and family friends domestically and internationally

**Reason for Leaving:** Youngest child began daycare and the family no longer needed full-time care

## EXPERIENCE CONTINUED

**Family Name**

Position

**Dates Worked**

Location of the Home

Ages of Children at hire: xyz

Schedule: xyz

**Job Duties:**

- One
- Two
- Three
- Four

**Reason for Leaving:** xyz**Family Name**

Position

**Dates Worked**

Location of the Home

Ages of Children at hire: xyz

Schedule: xyz

**Job Duties:**

- One
- Two
- Three
- Four

**Reason for Leaving:** xyz

*Continue this for all positions worked spanning the past ten years*

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## EDUCATION

**Institution Name**

Degree of Study

**Years Attended**

Degree Recieved

- Any pertinent details like groups organized or led, special programs like study abroad, memberships ,mentions of honors, etc.

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## CERTIFICATIONS

- CPR
- Newborn Care Training
- First Aid
- Etc.