FULL NAME

**Job Title**

(Location)

*About you, special skills, personality traits, things that set you apart from the competition ie: Compassionate and reliable household staff member with extensive experience providing dedicated support in a home environment. Skilled in creating an organized, welcoming atmosphere while managing daily tasks efficiently. Known for a warm and professional demeanor, strong attention to detail, and excellent communication skills. Adept at multitasking, anticipating household needs, and ensuring a smooth, well-functioning home. Passionate about maintaining a positive and harmonious environment through adaptability, discretion, and a proactive approach. Certified in CPR and first aid, with a keen eye for safety and well-being.*

**QUALIFICATIONS**

*These are examples, please provide your own:*

* Over 10 years of professional experience
* Experience working in multiple properties
* Experience traveling internationally with families
* Five years of experience in a high-end formal home
* Fluent in Spanish

**EXPERIENCE**

**The A Family**  **March 2023 – Current**

Full-Time Nanny New York, NY

Number of Family Members: 2 Adults, 2 Children

Schedule: Monday-Friday 7am-7pm

Job Duties:

* Provide attentive and personalized support to ensure a well-maintained and organized home environment.
* Manage daily household tasks, including tidying, organizing, and overseeing general upkeep.
* Assist with meal preparation, grocery shopping, and maintaining kitchen cleanliness.
* Support family members with scheduling, errands, and personal assistance as needed.
* Maintain discretion and confidentiality while handling sensitive household matters.
* Supervise and engage with children in a safe, nurturing, and developmentally appropriate manner.
* Coordinate with vendors, maintenance professionals, and service providers as necessary.

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

**Family Name**  **Dates Worked**

Position Location of the Home

Number of Family Members: xyz

Schedule: xyz

Job Duties:

* One
* Two
* Three
* Four

Reason for Leaving: xyz

**Family Name**  **Dates Worked**

Position Location of the Home

Number of Family Members: xyz

Schedule: xyz

Job Duties:

* One
* Two
* Three
* Four

Reason for Leaving: xyz

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

**EDUCATION**

**Institution Name**  **Years Attended**

Degree of Study Degree Received

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

**CERTIFICATIONS**

* CPR
* Crestron Training
* First Aid
* Etc.