FULL NAME

**Job Title**

(Location)

*About you, special skills, personality traits, things that set you apart from the competition ie: Detail-oriented and reliable housekeeper with extensive experience maintaining clean, organized, and welcoming home environments. Skilled in deep cleaning, laundry care, and household organization while ensuring high standards of hygiene and presentation. Known for efficiency, discretion, and a proactive approach to managing daily household tasks. Adept at multitasking, time management, and adapting to the unique needs of each household. Committed to maintaining a peaceful and well-functioning home through professionalism, trustworthiness, and attention to detail..*

**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:

* Perform thorough cleaning and sanitization of all living spaces, including bedrooms, bathrooms, kitchens, and common areas.
* Manage laundry services, including washing, ironing, folding, and organizing clothing and linens.
* Ensure household organization by tidying and decluttering spaces for optimal functionality.
* Oversee inventory and replenishment of cleaning supplies and household essentials.
* Assist with meal prep, kitchen cleanliness, and basic food organization.
* Handle occasional errands, such as grocery shopping or picking up dry cleaning.
* Coordinate with vendors, repair technicians, and service providers as needed.

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
* First Aid
* Etc.