



Resume Guidelines & Templates



BRITISH AMERICAN
HOUSEHOLD STAFFING

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These guidelines and resume templates 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 resume templates, you can edit the files 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 of family members in the home
- 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





General Resume

When customizing the general resume template,
you can edit the file in Word or in Canva.

[WORD EDIT](#)

[CANVA EDIT](#)

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 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

Full-Time Role

March 2023 - Current

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: The family downsized and no longer needed full-time help

EXPERIENCE CONTINUED

Family Name

Position

Dates Worked

Location of the Home

Number of Family Members: xyz

Schedule: xyz

Job Duties:

- One
- Two
- Three
- Four

Reason for Leaving: xyz**Family Name**

Position

Dates Worked

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

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.

CERTIFICATIONS

- CPR
- Crestron Training
- First Aid
- Etc.



Nanny Resume

When customizing the nanny resume template,
you can edit the file in Word or in Canva.

[WORD EDIT](#)

[CANVA EDIT](#)

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.

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

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

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.

CERTIFICATIONS

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



Housekeeper Resume

When customizing the housekeeper resume template, you can edit the file in Word or in Canva.

[WORD EDIT](#)

[CANVA EDIT](#)

FULL NAME



BRITISH AMERICAN
HOUSEHOLD STAFFING

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 hygiene and presentation standards. 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

Full-Time Housekeeper

March 2023 - Current

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: The family downsized and no longer needed full-time help

EXPERIENCE CONTINUED

Family Name

Position

Dates Worked

Location of the Home

Number of Family Members: xyz

Schedule: xyz

Job Duties:

- One
- Two
- Three
- Four

Reason for Leaving: xyz

Family Name

Position

Dates Worked

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

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.

CERTIFICATIONS

- CPR
- First Aid
- Etc.



Chef Resume

When customizing the chef resume template, you can edit the file in Word or in Canva.

[WORD EDIT](#)

[CANVA EDIT](#)

FULL NAME



BRITISH AMERICAN
HOUSEHOLD STAFFING

Job Title (Location)

About you, special skills, personality traits, things that set you apart from the competition ie:

Passionate and detail-oriented private chef with extensive experience crafting high-quality, personalized meals in a variety of home environments. Skilled in menu planning, meal prep, and accommodating dietary restrictions while maintaining exceptional standards of taste, nutrition, and presentation. Known for creativity, reliability, and the ability to adapt to individual preferences and routines. Adept at managing kitchen operations efficiently, sourcing fresh ingredients, and maintaining a spotless, well-organized workspace. Committed to creating memorable dining experiences through professionalism, discretion, and a genuine love for food.

QUALIFICATIONS

These are examples; please provide your own;

- Menu planning and nutritional meal prep
 - Expertise in a variety of cuisines and cooking techniques
 - Accommodating special diets (gluten-free, dairy-free, vegetarian, etc.)
 - Food sourcing, budgeting, and inventory management
 - Maintaining a clean, organized, and compliant kitchen
-

EXPERIENCE

The A Family

Full-Time Chef

March 2023 - Current

New York, NY

Number of Family Members: 2 Adults, 2 children

Schedule: Monday-Friday 7am-7pm

Job Duties:

- Design and prepare personalized, seasonal menus that align with dietary preferences and nutritional goals.
- Source premium, organic, and specialty ingredients while managing kitchen inventory and budgets.
- Prepare and serve daily meals and special event menus with attention to presentation and fine dining standards.
- Maintain a spotless, professional-grade kitchen, adhering to health, safety, and sanitation protocols.
- Work discreetly and collaboratively with household staff, ensuring seamless service and confidentiality.

Reason for Leaving: The family downsized and no longer needed full-time help

EXPERIENCE CONTINUED

Family Name

Position

Dates Worked

Location of the Home

Number of Family Members: xyz

Schedule: xyz

Job Duties:

- One
- Two
- Three
- Four

Reason for Leaving: xyz**Family Name**

Position

Dates Worked

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

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.

CERTIFICATIONS

- ServSafe Certification
- Certified Personal Chef (CPC) – through the Personal Chef Association (USPCA)
- Etc.

Attaching additional pages of sample menus and/or food images would be most ideal



Executive Resume

When customizing the chef resume template, you can edit the file in Word or in Canva.

[WORD EDIT](#)

[CANVA EDIT](#)

FULL NAME



BRITISH AMERICAN
HOUSEHOLD STAFFING

Job Title (Location)

About you, special skills, personality traits, things that set you apart from the competition ie:

Organized and detail-oriented household executive with extensive experience supporting high-net-worth households through proactive management and personalized service. Skilled in overseeing daily operations, coordinating schedules, managing staff, and handling a wide range of administrative and logistical tasks with discretion and efficiency. Known for adaptability, reliability, and a deep understanding of household dynamics and client preferences. Adept at problem-solving, vendor coordination, and maintaining smooth, well-run environments. Committed to delivering exceptional service with professionalism, confidentiality, and a high standard of excellence.

QUALIFICATIONS

These are examples; please provide your own;

- Proven ability to manage complex calendars, travel arrangements, and daily schedules with precision and discretion
 - Skilled in supervising and coordinating household staff, vendors, and contractors to ensure smooth operations
 - Strong organizational and multitasking abilities, with a proactive approach to anticipating needs and solving problems
-

EXPERIENCE

The A Family

Full-Time Executive

March 2023 - Current

New York, NY

Number of Family Members: 2 Adults, 2 children

Schedule: Monday-Friday 7am-7pm

Job Duties:

- Oversee day-to-day household operations, including staff supervision, vendor management, and maintenance scheduling
- Manage complex calendars, travel itineraries, and personal appointments with discretion and efficiency
- Act as a liaison between principals and household staff, service providers, and external contacts to ensure seamless communication and task execution
- Handle administrative responsibilities such as bill payments, expense tracking, event planning, and procurement of household supplies

Reason for Leaving: The family downsized and no longer needed full-time help

EXPERIENCE CONTINUED

Family Name

Position

Dates Worked

Location of the Home

Number of Family Members: xyz

Schedule: xyz

Job Duties:

- One
- Two
- Three
- Four

Reason for Leaving: xyz**Family Name**

Position

Dates Worked

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

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.

CERTIFICATIONS

- Event Planning Certification
- Certified Personal Assistant (CPA) – through the Personal Assistant Network
- Etc.



Caregiver Resume

When customizing the chef resume template, you can edit the file in Word or in Canva.

[WORD EDIT](#)

[CANVA EDIT](#)

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 dependable caregiver/companion with extensive experience providing personalized support and companionship to individuals in private households. Skilled in assisting with daily routines, medication reminders, transportation, and light housekeeping while fostering a sense of dignity, comfort, and independence. Known for patience, empathy, and the ability to build trusting relationships with clients and their families. Adept at recognizing changing needs, coordinating with medical professionals, and creating a safe, nurturing environment. Committed to delivering attentive, respectful care with professionalism, discretion, and heartfelt dedication.

QUALIFICATIONS

These are examples; please provide your own;

- Certified in CPR and First Aid, with a strong understanding of emergency response and safety protocols
 - Experienced in providing compassionate care for seniors and individuals with mobility, memory, or medical challenges
 - Skilled in assisting with activities of daily living (ADLs), including bathing, grooming, dressing, and meal preparation
-

EXPERIENCE

The A Family

Full-Time Caregiver

March 2023 - Current

New York, NY

Illness of principal: Dementia, age 92

Schedule: Monday-Friday 7am-7pm

Job Duties:

- Provide gentle, structured daily support including assistance with personal care, meal preparation, and medication reminders, while maintaining a calm and reassuring presence
- Engage the principal in meaningful, stimulating activities such as conversation, music, puzzles, or walks to support cognitive function and emotional well-being
- Ensure a safe home environment by managing fall risks, monitoring for signs of confusion or distress, and maintaining consistent routines
- Communicate regularly with family members and healthcare providers to report changes in behavior, health, or needs, and to support continuity of care

Reason for Leaving: Principal was moved to a 24-hour care facility

EXPERIENCE CONTINUED

Family Name

Position

Dates Worked

Location of the Home

Illness of principal: xyz

Schedule: xyz

Job Duties:

- One
- Two
- Three
- Four

Reason for Leaving: xyz**Family Name**

Position

Dates Worked

Location of the Home

Illness of principal: 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 OR CERTIFICATION

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.

ADDITIONAL QUALIFICATIONS

- CPR Certified
- Dementia Care Certification (e.g., through the Alzheimer's Association or CARES® Dementia Specialist Program)



NCS Resume

When customizing the NCS resume template, you can edit the file in Word or in Canva.

[WORD EDIT](#)

[CANVA EDIT](#)

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 dependable Newborn Care Specialist with extensive experience supporting families during the postpartum period with expert infant care. Skilled in establishing healthy sleep and feeding routines, diapering, swaddling, and monitoring newborn development while providing reassurance and education to new parents. Known for patience, attentiveness, and a calm, nurturing presence. Adept at recognizing early signs of discomfort or developmental concerns and maintaining a safe, hygienic environment. Committed to delivering professional, discreet, and loving care to ensure the well-being of both baby and family.

QUALIFICATIONS

These are examples; please provide your own;

- Certified in Infant CPR and First Aid, with up-to-date training in emergency response and newborn safety
- Extensive knowledge of newborn care best practices, including feeding, sleep training, soothing techniques, and developmental milestones
- Experience supporting postpartum families with overnight care, multiples, and sleep conditioning
- Skilled in maintaining detailed care logs and communicating clearly with parents about routines, concerns, and progress

GENERAL JOB DUTIES

- Provide specialized care for newborns, including preemies and medically fragile infants with NICU discharge needs, ensuring proper feeding, medication, and developmental support
- Support families with twins, triplets, or more by managing synchronized routines, individualized care plans, and multitasking in high-demand environments
- Travel internationally with families to provide consistent, expert care across time zones, adapting routines to new environments while maintaining structure and security for the infant(s)
- Establish and maintain healthy sleep, feeding, and care routines tailored to each baby's unique needs and family preferences, including lactation support and bottle feeding
- Monitor and document all aspects of care—feedings, diapering, sleep, behavior—and communicate clearly with parents and medical providers as needed
- Maintain a clean, well-organized nursery and ensure proper sanitization of all bottles, pumps, and infant care equipment
- Offer guidance and hands-on support with breastfeeding, pumping schedules, and proper breast milk handling and storage
- Experienced in working with surrogates and intended parents to ensure a smooth, compassionate transition during newborn care handoff

EXPERIENCE

Family A

24/7 Newborn Care Specialist
Twin Boys

January 2025 - March 2025

Upper East Side, NYC
3 Month Contract

Family Name

Schedule + Role
Gender and number of babies

Dates Worked

Location of the Home
Length of Contract

Family Name

Schedule + Role
Gender and number of babies

Dates Worked

Location of the Home
Length of Contract

Family Name

Schedule + Role
Gender and number of babies

Dates Worked

Location of the Home
Length of Contract

Family Name

Schedule + Role
Gender and number of babies

Dates Worked

Location of the Home
Length of Contract

Family Name

Schedule + Role
Gender and number of babies

Dates Worked

Location of the Home
Length of Contract

Family Name

Schedule + Role
Gender and number of babies

Dates Worked

Location of the Home
Length of Contract

Family Name

Schedule + Role
Gender and number of babies

Dates Worked

Location of the Home
Length of Contract

Family Name

Schedule + Role
Gender and number of babies

Dates Worked

Location of the Home
Length of Contract

Continue this for all positions worked spanning the past ten years

EDUCATION OR CERTIFICATION

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.