

CHRONOLOGICAL VS FUNCTIONAL RESUME

CHRONOLOGICAL



focus on detailing the position you held



simpler to write and read



typically preferred by employers and recruiters to:

- see a clear progression of your work and career history
- give hiring managers the ability to quickly identify relevant experiences



some employers find this helps them understand more details about you

FUNCTIONAL



focus on showcasing skills and abilities, briefly mentioning position title



allow for creativity in presenting information



may benefit those who have held a chronological career path with few or little gaps - or those who are looking to switch careers, or are new to the workforce



Can lead to ambiguity about your work experiences, overlooking of your resume (requires interpretation = time). Consider an “objective” statement of transferable skills and/or strong cover letter.

Both serve a purpose of showcasing your qualifications for employment.

SERVER RESUME (FUNCTIONAL)

from Resume Genius

CONTACT

Email: joan.collins@gmail.com

Phone: (141)-212-5465

Address: 8870 Barnacle Street, Las Vegas, NV 89523

Linkedin: linkedin.com/in/joan_collins

WORK HISTORY

Riverside Restaurant
Reno, NV – Waiter

Whispering Vine Bar & Grill
Las Vegas, NV – Server

Applebee's
Las Vegas, NV – Bar-back

EDUCATION

CERTIFICATE IN FOOD HANDLING AND SAFETY

Chicago Community College, Chicago, IL
June 2011

B.A. / CULINARY ARTS

Kendall College, Chicago, IL
June 2010

AWARDS

EMPLOYEE OF THE MONTH

Riverside Restaurant
2015

QUALIFICATIONS SUMMARY

- Superior salesmanship, consistently outperforming peers
- Friendly, outgoing, and charismatic personality
- Experience working with POS terminals, excellent at math
- Working knowledge of wines, cocktail mixes, craft beers, and other bartending skills
- Conversational in Spanish and Mandarin Chinese

RELEVANT SKILLS

SALESMANSHIP

- Awarded "Employee of the Month" for consistently achieving 15% above target sales
- Perfected menu presentation skills, providing customers a holistic understanding of the restaurant offerings, leading to more sales
- Trained 4 waiters in salesmanship methodology, increasing their sales to meet company average

TECHNICAL

- Experience with 3 types of POS terminals, receipt roll replacement, and coffee machine cleaning
- Familiarity with common restaurant bread cutting machines, dishwashers, and knowledge of equipment cleaning processes
- Excellent basic math skills, able to calculate and split bills in the event of POS terminal downtime

INTERPERSONAL

- Consistently scored over 90% satisfaction rating on customer feedback surveys
- Conversational in Spanish (able to take orders from Spanish speaking customers)
- Possess excellent conflict resolution skills in the event of customer dissatisfaction

SERVER RESUME SAMPLE

from Resume Genius

Chronological

CONTACT

Email: joancollins@gmail.com

Phone: (141)-212-5465

Address: 8870 Haven Street,
Bloomington, IN 44590

LinkedIn: linkedin.com/in/joan_collins

SKILLS

Problem Solving

Adaptability

Team Work

Customer Service

Communication

POS Terminals

Bilingual
(Spanish/English)

EDUCATION

CERTIFICATE IN FOOD HANDLING AND SAFETY

Chicago Community
College, Chicago, IL
June 2011

B.A. / CULINARY ARTS

Kendall College,
Chicago, IL
June 2010

AWARDS

EMPLOYEE OF THE MONTH

Riverside Restaurant
2015

RESUME OBJECTIVE

Server with 7+ years of experience in food preparation and service, and a certificate in Food Handling and Safety. Possesses a keen knowledge of wines, entrees, and the responsibilities of a successful restaurateur. Aiming to leverage my knowledge to effectively perform a server position at your restaurant.

EXPERIENCE

SERVER

Riverside Restaurant, Chicago, IL / September 2014 – December 2018

- Memorized restaurant's wine stock and accompanying meals, leading to daily wine sales of \$150
- Wrote patrons' food orders on slips, memorized orders, and entered orders for transmittal to kitchen staff in a 150+ seat restaurant
- Cleaned all work areas, equipment, utensils, dishes, and silverware, and ensured they are stored appropriately in accordance to state law.
- Performed food preparation duties, such as assembling salads, appetizers, and cold dishes, portioning salads, and brewing coffee, in a fast-paced line kitchen

TRAINEE SERVER

Carrabba's Italian Grill, Chicago, IL / August 2011 – July 2014

- Presented menus to patrons and answered questions about menu items, making recommendations upon request in a 70+ seat restaurant
- Assisted host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests
- Stored food in designated containers and storage areas to prevent spoilage and increase shelf life
- Presented wine samples for guests to taste, and opened bottles for them upon their approval
- Served food and beverages to patrons, and prepared or served specialty dishes at tables as required