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| |  |  | | --- | --- | |  | | | YOUR NAME | | |  | | | Barista | | |  | | |  | (712) 384-1047 | |  | your.name@gmail.com | |  | linkedin.com/in/yourprofile/ | |  | | | **EDUCATION** | | |  | | | May 20XX  **Iowa Lakes Community College, Estherville, IA**  *Hospitality Services Diploma*  20XX  **Specialty Coffee Association**  *Barista Skills Diploma* | | |  | | | **RELEVANT SKILLS** | | |  | | | Product knowledge | | | Brewing methods | | | Latte art | | | Food Handler Certification | | | POS systems | | | Spanish | | | Interpersonal skills | | | Multitasking | | | Time management | | | |  | | --- | |  | | **CAREER OBJECTIVE** | |  | | Friendly and professional SCA-certified barista with 4+ years of experience in the coffee and customer service sectors. Handcraft consistently high quality beverages to ensure positive customer experience. Adept at managing and training junior colleagues. Looking to use interpersonal and leadership skills in a supervisory role. | |  | | **PROFESSIONAL EXPERIENCE** | |  | | July 20XX–Present  **Lead Barista**  *Kingston Coffee, Armstrong, IA*   * Lead barista for busy 5:30 a.m. to 1:30 p.m. shift, which included supervising 2 other baristas, maintaining high service standards at all times * Oversee in-store execution of sales and promotions as directed by store manager (4+ seasonal promotions per year), contributing to an additional $25,000 in annual sales * Provide on-the-job training (have trained 4 new baristas so far) * Make individualized coffee recommendations and educate interested customers on the sources and processes of the store’s premium beans * As online customer agent, track and fulfill the online store’s coffee bean and home coffee brewing equipment orders (average order $85; average of 47 orders per week) * Perform basic maintenance on La Marzocco espresso machine | |  | | February 20XX–July 20XX  **Barista**  *Starbucks, Estherville, IA*   * Memorized over 100+ coffee, tea, and cocoa beverages, and completed 150-200 customer orders each day * Sanitized coffee equipment multiple times during each shift; consistently maintained store cleanliness * Prepare and serve customer food orders, ensure that all items on display are handled according to food safety regulations * Won the “Employee of the Month” award 4 times | |  | | June 20XX–May 20XX  **Cashier**  *Jason’s Deli, Estherville, IA*   * Operated POS system, facilitating over 150 transactions each day and responsibly opening and closing the register at the beginning and end of each shift | |

**Logo

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**Dear Job Seeker,**

Polished and confident, the Clean resume template lives up to its name, with simple formatting and an easy-to-read sans-serif font.

This template draws the hiring manager’s eyes to the most relevant information on the right, and ensures they don’t miss your additional information presented with a splash of color on the left.

We suggest using the Clean resume template to apply for jobs that require high-level [organizational skills](https://resumegenius.com/blog/resume-help/organizational-skills-examples-definition-guide), such as [office administrator](https://resumegenius.com/resume-samples/office-administrator-resume) and [personal assistant](https://resumegenius.com/resume-samples/personal-assistant-resume-sample).

If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)

·     How to Write a Resume

·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Once you have a great resume, pair it with a convincing cover letter using our matching [cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates" \l "2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)

·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)

·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Best regards,

Shape

Description automatically generated with medium confidence