

# WESTSIDE NANNIES RESUME

Thank you for beginning the application process with Westside Nannies! We look forward to seeing what you are all about.

## GENERAL REQUIREMENTS FOR YOUR PROFILE

The following document provides specific instructions regarding the Childcare Resume you are about to create. Each section of this document contains important details pertaining to the sections on our Childcare Resume, so make sure to read it slowly and carefully! Please also pay careful attention to the general items below.

- 1) Make sure to take your TIME creating your resume! Completing an organized, well-read resume for us upfront will save you time in the long run.
- 2) Always run a spelling and grammar check once you are finished with your resume. It only takes a moment and always makes for better work.
- 3) Make sure to use the same FONT & FONT SIZE used in our template. Furthermore, if a certain section or area is bolded or italicized, please follow this as well. For example, we show the job title and age(s) of child(ren) upon hire in italics on our template: *"Full-Time Nanny, Ages of Children Upon Hire: 3 Months & 5 Years"* -- Please do the same on your resume.
- 4) Do not use abbreviations in your resume. For example, do not say "The child I looked after was 5 yrs when I started." Spelling each word out comes off much more professionally.
- 5) Creating a Professional Childcare Resume in this specific format **is not optional**. We require all prospective candidates to submit one in order to be considered for representation.
- 6) Make sure that you read ALL details below. There are pointers throughout this document that are essential in creating a resume that meets our standards.



## A PERSONAL INFORMATION

*List your personal information as seen below.*

First & Last Name  
Street Address  
City, State Zip  
Phone Number  
Email Address

## B QUALIFICATIONS

*List your qualifications below in bulleted form. Make sure to always start off with a bullet point listing how many years of professional childcare experience you have, and ONLY include the number of years you have shown on your resume. For example, if you create a childcare resume that dates back to 2005 but you started babysitting in 2001, only include the amount of years that corresponds with your earliest date on the resume. While we understand you may have more experience than is shown on your resume, we can only count your years of professional experience. Make sure to highlight ALL of your qualifications here! If you are fluent in a second language, add it. If you played collegiate sports or are trained in an instrument, add it. Include your degree, child-related coursework, or unique certifications. This is the place to show off your childcare skills and personal talents + attributes!*

**Make sure to capitalize the first letter of each work. Follow example below.**

- 5+ Years of Professional Nanny Experience
- 3 Years of Teaching Experience
- Fluent in Spanish
- Bachelor's Degree in Psychology; Emphasis on Early Childhood Disorders
- Swim Instructor (Lifeguard Certified)
- Fantastic Cook With Emphasis on Healthy & Organic Foods
- CPR & First Aid Certified
- Valid Passport (Travel-Ready)
- Collegiate Volleyball Player
- Experience Traveling With Families & Small Children
- Reliable, Insured Vehicle & Clean Driving Record

## C CHILDCARE EXPERIENCE

*List all professional childcare experience starting with your most recent position. Make sure your positions are in chronological order (from most current to oldest). Please thoroughly outline each position including the last name of each family, the city where the position was located, how old the child(ren) were when you were hired, and thorough descriptions of your job duties and responsibilities. Make sure to be as creative and descriptive for each job as possible, and do not use the same description for each job, even if duties were the same or similar – this comes across as lazy to a family when they read your profile. Also, please use past tense language to describe each job UNLESS you still currently work in this position. Follow the example below.*

**Doe Family**

**Los Angeles, CA**

**02/2007-05/2011**

*Full-Time Nanny, Ages of Children Upon Hire: 5, 9 & 11 Years*

Provided full-time childcare five days per week for three boys ages 5, 9, and 11 years. Duties included organizing and maintaining each child's schedule, transporting them to and from three different schools, take them after-school activities and play-dates, helping with homework and school projects, preparing healthy meals for children. Organized creative projects and provided arts and crafts activities for the boys. Participated in outdoor activities and sports including basketball, trampoline, and tag. Assisted with light housekeeping duties pertaining to the boys such as their laundry, keeping their rooms and play areas tidy, and making sure common areas such as living room and kitchen were tidy. Assisted with bedtime routine including bath-time, changing into pajamas, and reading stories to youngest child. Cared for family home when family was on vacation. Duties included bringing in the mail, feeding cats, cleaning litter box, checking on the house, taking out trash, and watering plants.

**The McGregor Family**

**Spokane, WA**

**01/2004-12/2006**

*Part-Time & On-Call Nanny, Ages of Children Upon Hire: 4 & 6 Years*

I worked with this family throughout my college career. Some semesters I worked up to 15 hours a week and worked up to full-time hours during the summers. Other semesters, I watched the kids on frequent date nights and parent teacher meetings. Duties included keeping the kids engaged in age-appropriate, developmental activities, coming up with games and arts and crafts, making sure children ate fresh, organic meals, and assisting with bedtime routine when I stayed late. Assisted with light housekeeping duties such as laundry, emptying dishwasher, taking out trash, and taking the family dog out for walks with the kids.

## **TEACHING EXPERIENCE**

*List any teaching or tutoring experience in this section. Make sure to include the name of the school/family, the city the job was located in, and the dates you were employed. Make sure to include what age range(s) you worked with. Please provide comprehensive descriptions for each!*

**Hickory Creek School**

**Los Angeles, CA**

**2007-2010**

*Full-Time Teacher, 1st Grade (2007-2008), 2nd Grade (2008-2009), 5th Grade (2009-2010)*

Taught at elite independent school in various grade levels including 1st through 5th grade, assistant teacher 2007-2008 (1st grade), lead teacher position 2008-2009 (2nd grade), lead teacher 2009-2010 (5th grades); provided daily full-time instruction and childcare for 15-25 students; planned and implemented lessons, taught multiple subjects to students in both small and large groups; created and administered assessments; planned curriculum with colleagues; communicated with parents; conducted parent-teacher conferences; completed progress reports and student comments; delegated tasks to assistant teacher.

**YWCA**

**Spokane, WA**

**02/2004-11/2006**

*Part-Time Educational Professional, Ages of Children: 5-12 Years*

At the YWCA, I worked as an Educational Professional in a homeless after-school & summer program. The children enrolled in the program were victims of domestic violence and temporarily displaced. Children were enrolled in the program for a year, which allowed the staff to form intense bonds

together. Duties at the YWCA included driving the company mini-vans to pick up and drop off students, creating the arts and crafts curriculum, tutoring, overseeing, and general assistance with activities. Once a month, I would help coordinate a family dinner for all families enrolled in the program. This job required a high amount of confidentiality because of the sensitivity of the population at hand.

## **E** RELATED EXPERIENCE

*In this section, please include all other related childcare positions, such as camp counselor, volunteer, or activity instructor experience (swimming, tennis, dance, etc). Please see examples below for guidance.*

### **Piedmont Hills Swim Program**

**San Jose, CA**

**Summers 2003-2004**

#### *Swim Instructor/Lifeguard, Ages of Children: 2-18 Years*

Provided swim lessons and competitive swim coaching to children ages 2-18; enforced safety rules for 2 pools for swimmers beginning to advanced; monitored diving pool and diving board; prepared and maintained upkeep of swim skill equipment for student use; executed opening and closing procedures; communicated with parents on their child's swim skill and level; participated in regular safety protocol sessions.

### **YMCA Summer Camp**

**Fredericksburg, VA**

**Summers 2001-2002**

#### *Camp Counselor, Ages of Children: 3-12 Years*

For two summers, I worked with various age groups in the Y- Camp and Kinder-Camp. Duties included greeting parents and campers each morning for sign-in, organizing arts and crafts, outdoor activities such as nature hikes, and sports games. Also supervised swim time and prepared healthy snacks and lunches. Made sure each child was tended to and looked after, especially when we were on field trips and outdoors. During my time here in 2002, I earned Camp Counselor of the Week Award for responding effectively to an emergency situation.

## **F** EDUCATION

*List your last level of education and dates attended including degree(s) received or coursework studied. Follow example below. Please only include what you received your degree in or the coursework you studied – you do not need to list fraternity affiliations, GPA, or club membership. Follow example below.*

### **University of Washington**

**Seattle, WA**

**1999-2003**

Bachelor of Arts Degree, Child Development  
Minor in Spanish

## **G** LANGUAGES

*List any languages other than English that you speak ONLY if you speak at least an intermediate level. Do not put something such as "Child-Level Spanish."*

## HOBBIES & INTERESTS

*List a handful of your favorite hobbies/interests or activities that you partake in regularly*

Horseback riding, soccer, swimming, running, music, volleyball, spending time with family.

## COMPLETETING YOUR CHILDCARE RESUME

*Once you have completed your Childcare Resume, please save it as a Word document. Please note that we are unable to accept resumes in PDF, JPEG, AppleWorks, or other file types. Once you have carefully reviewed your Childcare Resume for proper spelling and grammar, click the "Submit Your Resume" button at the bottom of the "Apply Now" page on our website. Once your resume has been submitted, you will receive a confirmation email. We look forward to learning more about you!*