

**Sample Limited Experience Resume**

**Brandy A. Cache**

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***Current Address***

100 University Rd.  
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(302) 437-2000

***Permanent Address***

52 Bright Rd.  
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**Skill Summary**

- Microsoft Office XP (Excel, Word, PowerPoint, Publisher).
- Excellent writing and research skills.
- Highly motivated and dependable in achieving set goals
- Extremely well organized with proven skills in planning and management

**Education**

**Bachelor of Arts**, University of Delaware, Newark, DE  
Major: Communication  
Minor: Political Science  
Major GPA: 3.1/4.0, Overall GPA: 2.8/4.0

Winter 2006

**Related course work:** Public Administration, Management and Organizational Behaviors, Data Analysis, Economics, Oral and Written Communications in Business, and Marketing.

**Experience**

**Parkway Restaurant**, Bethany Beach, DE  
Food server.

June 2004 – Feb 2006

- Fine dining service improved my professionalism with customers and organizational skills.
- Gained experience with a wide variety of people and situations.

**Dupont Country Club**, Wilmington, DE  
Banquet server.

April 2002 – Sep 2003

- Responsible for banquet operations, party planning and coordinating, and managing quality control.
- Trained and motivated new and temporary employees.

**Additional positions include:** Food server (Newark Manor Senior Living Center, June 2000 – April 2001), Teaching Assistant & Soccer Coach (Wilmington Day School, Summers 1999 – 2002).