

# Resume

## VIENNA HURST

123 MAIN STREET  
123-456-7890  
VIENNA@EMAIL.COM

### OBJECTIVE

To seek the line cook position at Hometown Diner.

### OVERVIEW

Food service worker with fast food, retail and customer service experience. Organized and hardworking with training in food safety and handling.

### EDUCATION

#### Florida State High School

Graduated with honors

#### Food Service Worker 2 year course

The Culinary Institute

#### Food Safety & Handling Course

February

### WORK EXPERIENCE

**Belaire Burgers** Jan. - Aug.

**Miles Pizza Palace** Sept. - June

### SKILLS

- Proficient cook
- Customer service
- Detailed and organized
- Hardworking and reliable
- Communication and people skills
- Comfortable standing for long periods of time
- Friendly and outgoing
- Neat, clean and professional appearance

### VOLUNTEER EXPERIENCE

**Florida Soup Kitchen** March - May

# Cover Letter

## **VIENNA HURST**

123 Main Street

123-456-7890

vienna@email.com

September 27

Sandra Whatley  
Hometown Diner

I am writing in regards to your line cook position at Hometown Diner. Please accept my enclosed resume along with this letter.

I believe my qualifications and previous work experience are a perfect fit for this position. I am a food service worker with fast food, retail and customer service experience. I am organized and hardworking with training in food safety and handling.

I am available for an interview at your convenience.

Sincerely,

*Vienna Hurst*

Vienna Hurst

# Job Application

## APPLICATION FOR EMPLOYMENT

Employer Name:

Job Number:

Position:

Date:

### PERSONAL INFORMATION

Name (Last, First, Middle)	Telephone Number
Address	E-mail Address
City/State/Zip (Province/Postal Code)	Dates Available

### EDUCATION

High School	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
College/University	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>

### EMPLOYMENT HISTORY - begin with most recent employment

Dates From To	Company Name	City, State (Province)
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number
Dates From To	Company Name	City, State (Province)
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number
Dates From To	Company Name	City, State (Province)
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number

# Safety Bulletin

## IN CASE OF INJURY AT WORK

**1**  
**Get first aid  
if needed.**

**Worker**  
**Tell your employer  
about the injury.**

**Employer**  
**Arrange and pay for  
transportation to get  
medical care, if  
needed.**

**Employer**  
**Pay worker's wages  
for day of injury.**

**Employer**  
**Report injury within  
3 days if it involves:**

- health care treatment
- time away from work
  - lost wages

# Pay Stub Sample

## EARNINGS STATEMENT

**Bayside Cleaners**  
123 Main Street

EMPLOYEE NAME	SSN	EMPLOYEE ID	PAY PERIOD	PAY DATE		
Josh O'Brien	XXX-XX-01234	123	12/22-12/28	12/29		
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
REGULAR	17.00	40	\$680.00	FICA MED TAX	9.86	98.60
OVERTIME	0.00	0	0.00	FICA SS TAX	42.16	421.60
HOLIDAY	0.00	0	0.00	FED TAX	64.60	646.00
VACATION	0.00	0	0.00	STATE TAX	39.10	391.00
BONUS	0.00	0	0.00			
FLOAT	0.00	0	0.00			
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY	CURRENT TOTAL	CURRENT DEDUCTIONS	NET PAY	
6,800.00	1,557.20	5,242.80	680.00	155.72	524.28	



# Contract Sample



## EMPLOYMENT CONTRACT

This Employment contract is executed and entered into by and between:

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

P.O. Box No. \_\_\_\_\_ Tel. Number \_\_\_\_\_

**Employee** \_\_\_\_\_

Address \_\_\_\_\_

Tel. Number \_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you the \_\_\_\_\_ position with \_\_\_\_\_ . The terms and conditions of your employment are outlined below.

### TERMS OF EMPLOYMENT

1. Start Date \_\_\_\_\_

2. Site of employment \_\_\_\_\_

3. Employee's position \_\_\_\_\_

4. Salary of \$ \_\_\_\_\_ per hour

5. Regular Working Hours; Maximum 8 per day, 6 days a week

6. Overtime pay:

a) For work over regular working hours: \_\_\_\_\_

b) For work on rest days and holidays: \_\_\_\_\_

7. You will receive the Company's standard employee benefits package.

The employee agrees to the above terms.

Signature: \_\_\_\_\_

