



Childcare Resume Guide

Please read through this carefully as it will help you format your Nannies by Noa resume.

- We send our clients Nannies by Noa branded resumes that do not include your personal contact information (phone, address, email). For representation, we ask all candidates to provide a Nannies by Noa resume.
- A Nannies by Noa resume looks exactly like the sample provided below. This includes the font (Times New Roman), 12-point sizing, order, layout and logos.
- When referring to past positions, use the past tense to describe your duties. If you're currently in a position, you can use present tense.
- Under **Career Profile**, *in your own words*, please include a brief bio (100 words or less) describing your childcare philosophy and the qualities, strengths and knowledge you bring to the role.
- It is important that the entire resume be written in your own words, especially the **Work Related Skills** section.
- If a past employer prefers not to have their name shared, please write "Private Family."
- The photo is optional; however, our families tell us they love to have a face to go with the resume. If you choose to include one, please use a professional looking headshot. To protect the privacy of children and their families, please, no photos of you with children.
- Please accurately but briefly describe the responsibilities you had and the years worked **starting with your most recent**. Make sure the years line up and there are no major, un-explained gaps in your history. If you worked at a non-childcare position in between nanny jobs or were out of work for a while, just remind us via email when you send the resume.
- Jobs that fall under **Childcare Experience** include: nanny, babysitting, teaching, tutoring, camp counselor, daycare worker, working with children in a therapeutic setting, etc.
- Please submit your new Nannies by Noa resume as a Word Document and not a PDF with your application at www.nanniesbynoa.com/for-nannies.



Sarah Jones



Career Profile

In 100 words or less, please add a personal bio including the type of position you're searching for (live in/live out/part-time/full-time), your childcare philosophy and any special skills or attributes you'd bring to the position. Think of this section as an opportunity to concisely summarize yourself and your strengths.



QUALIFICATIONS

10 years of Nanny experience
Current First Aid & CPR certification
Valid passport and travel-ready
Clean driving record
2 years' experience as an elementary school teacher's aide

EDUCATION

BS in Early Childhood Education (Birth-Grade 2) Sullivan University, KY
Honors: Dean's List 2001, 2002, 2003 GPA: 3.34

WORK RELATED SKILLS

Please list your work-related skills (i.e. diapering, languages, sports, basic baby sign language, cooking)

AFFILIATIONS

Member of The International Nanny Association since 2004

STATUS

US Citizen since 2001

INTERESTS AND HOBBIES

Running, reading, spinning, cooking, piano



CHILDCARE EXPERIENCE

Insert Family Name
January 2010 – March 2015

New York, NY

Full-time Nanny, ages of children upon hire: 2-month-old girl & 3-year-old boy
Full charge care of 2 children, 5 days per week. Responsibilities included but were not limited to: Management of the weekly family schedules and children's extracurricular activities. Travel planning, packing and personal shopping related to the children. Homework assistance. Meal planning and preparation for the children and maintenance of toys, closets, bedrooms and play areas.

Insert Family Name
February 2008 – April 2010

Brooklyn, NY

Full-time Nanny, ages of children upon hire: 5-year-old boy & 7-year-old girl
Responsibilities included managing daily and upcoming activities, summer camps and schedules. Homework assistance. Planned and implemented educational outings and activities. Organic menu planning, grocery shopping and meal preparation. Maintained bedtime routines.

Insert Family Name
May 2005 – June 2008

Queens, NY

Part-time Nanny, ages of children upon hire: 9-year-old twin girls
This was an after-school position where the primary focus was on helping the girls with homework and transporting them to and from after school activities and play dates. General maintenance and organization of children's areas and their laundry. Light evening meal preparation and clean up. Bedtime routines.

Insert Family Name
July 2003 – August 2005

New York, NY

Part-time Nanny, ages of children upon hire: 1-year-old boy & 3-year-old girl
Assisted a stay at home mom and was mainly responsible for the 3-year-old while mom needed to focus heavily on the younger child who was undergoing medical procedures. Enjoyed outdoor play whenever possible, arts, crafts and much engaged play. Helped Mom as needed, much flexibility and a pitch in attitude was required

ADDITIONAL CHILD RELATED EXPERIENCE

St. Mary Magdalene's School
September 2001 – October 2003

Louisville, KY

Teacher's Aide- Supported teachers in 2 elementary classrooms (1st and 3rd grade) with development and implementation of lesson plans, daily structure and routines.