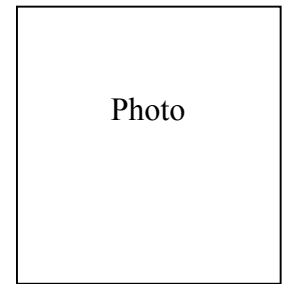


Full Name
Mailing Address
Phone Number/Secondary Contact Number
Email Address
Date of birth



Objective One line used to describe to the employer what your goal in the hospitality industry is.

Background One sentence telling the employer what school you attend(ed), where it is and what department you'd like to work in.

Describe what sets you apart from other applicants. Why should the employer who is reviewing your resume choose you? This description should be no more than 2 or 3 sentences.

Qualifications & Skills List all the skills you have relevant to the hospitality industry and at which skill level you can use them. Qualifications & Skills can include:

Computer skills: such as typing, scan/copy/fax etc.
Computer Programs: such as web design software, Adobe, Microsoft Office, finance programs, etc.
Industry specific programs: such as Opera, Fidelio, Micros, Delphi etc.
Languages Spoken: Mother Tongue, and any others that can be spoken, written or read
Other skills: Multi-tasking, customer service, problem solving etc.

Education Here you will list your education information, including school name/location, degrees earned and dates you attended the school. Since there are many types of degrees that can be earned it is important that the employer knows what your degree is and what it can be used for.

Dates (from day/month/year - to day/month/year)	School Name/Location Degree Name Concentration or Minor, if applicable Brief description of degree or courses taken
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Experience This section is for all relevant work experience. Please be sure to include dates, locations and as many detail about each experience as possible. This will allow the employer to see what you've done and how much experience you have in each area.

Dates(from day/month/year-to day/month/year)	Job Title Property Name Location Duties
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Dates(from day/month/year-to day/month/year)	Job Title Property Name Location Duties
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Dates(from day/month/year-to day/month/year)	Job Title Property Name Location Duties
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Training & Certificates

If you've received any additional training, certificates or taken extra classes please list them here. Be sure to be specific as possible. If you have no use for this section, please delete it.

Dates(from
day/month/year-to
day/month/year)

Certificate Title
Location
Brief Description

Dates(from
day/month/year-to
day/month/year)

Class/Training Attended
Location
Brief Description

Awards & Recognitions

If you've received awards or recognitions, Please list them here, be sure to be brief in your description of each. If you have no use for this section, please delete it.

Date

Award Name
Brief Description

Date

Award Name
Brief Description

Reference Available Upon Request