

APPLICANT/CANDIDATE RESUME

< Resume format strictly in word document, Times New Roman font size 12 >

CONTACT INFORMATION

1. Full Name
2. Current Address
3. Telephone number – Office & Cell/Mobile
4. Email address – Office & Personal/Private

Recent
Photograph
(*mandatory*)

PERSONAL INFORMATION

1. Date of Birth
2. Age
3. Citizenship/Nationality
4. Gender
5. Marital Status (Single / Married / Divorce)
6. Number of Children & Age
7. Language proficiency (*state verbal and/or written*)
8. Computer PMS and Software skills

EDUCATION & PROFESSIONAL QUALIFICATIONS (*state year achieved*)

1. Education Level
Example:
1975
Lycee Hotelier Regional, Marseille, France
Bachelor of Hotel Technology
2. Certifications & Accreditations
Example:
1979-1980
Certified Management Accounting

STRENGTHS/TRAITS & SKILLS (*see below examples*)

1. *High degree of initiative*
2. *Hand-on experience*
3. *Strong presentation skills*
4. *Good interpersonal skills*
5. *Able to work within tight schedules*

EMPLOYMENT INFORMATION

1. Current Notice Period (*state termination period*)
2. Current Remuneration (*state currency and if package is for single or with spouse and with/without children*)
3. Expected Remuneration (*state minimum amount in USD*)
4. Availability to travel on single package or with spouse and with/without children
5. Preferred and Non-Preferred working location (*state city and/or country*)

CAREER OBJECTIVES

Example: *Further developed career path within distinguished international chain hotels & resorts.*

EMPLOYMENT HISTORY (*begin with current or last employment*)

1. Name of Hotel (hotel website address)

mm/yy – Present

Star rating, guestrooms inventory, number of F&B outlets, banquet/functions space with seating capacity

Position: *e.g. Executive Chef*

Reports to: *e.g. General Manager*

Responsible for: *e.g. 5 outlets Chef, 1 Chief Steward, 60 Kitchen brigade and 15 Stewards*

Reason for leaving: *e.g. venture into new opportunity for career advancement*

Responsibilities: (*list job responsibilities/description*)

- responsibilities 1
- responsibilities 2
- responsibilities 3

Achievements: (*list your achievement/s if any*)

- achievement 1
- achievement 2
- achievement 3

2. Name of Hotel (hotel website address)

mm/yy – mm/yy

Star rating, guestrooms inventory, number of F&B outlets, banquet/functions space with seating capacity

Position: *e.g. Executive Sous Chef*

Reports to: *e.g. Executive Chef*

Responsible for: *e.g. 3 outlets Chef and 30 Kitchen brigade*

Reason for leaving: *e.g. new opportunity as Executive Chef*

Responsibilities: (*list job responsibilities/description*)

- responsibilities 1
- responsibilities 2
- responsibilities 3

Achievements: (*list your achievement/s if any*)

- achievement 1
- achievement 2
- achievement 3

References

1. Name
Position
Name of Organization (include city & country location)
Contact Number

2. Name
Position
Name of Organization (include city & country location)
Contact Number

3. Name
Position
Name of Organization (include city & country location)
Contact Number

Please add-on if you have more references

Declaration

I hereby declare that the information provided above is correct to the best of my knowledge.

Place:

Date:

(Your name)