**Full Name**

**Profile photo**

*copy-paste here a digital photo (professional, colored, passport size and format)*

Mailing Address

Phone Number/Secondary Contact Number – with Country Codes

Email Address

Date of birth

Nationality

Skype ID

Video Resume Link: <http://www.youtube.com/watch…> *(insert here the link to your video resume if you have one; if you do not have a video resume, delete this section from your CV).*

|  |  |
| --- | --- |
| 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) (your current academic year), where it is and what department / position 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 max. 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 – specify the level as well (ex: English – advanced) **Other skills:** Multi-tasking, customer oriented, friendly, sociable, hard-working, problem solving etc. |
| Education Dates (from dd/mm/yyyy - to dd/mm/yyyy)  **Example !!!**  01/10/2016 – present | 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.School Name/Location Degree Name  Concentration or Minor, if applicable  **American Hotel Academy, Brasov, Romania**  Bachelor of Arts (Hons) - International Hotel Business Management  Concentration: Events Management |
| **Experience**  Dates (from dd/mm/yyyy - to dd/mm/yyyy)  **Example!!!**  01/05/2016 – 25/09/2016 | This section is for all relevant work experience: jobs and internships. Please be sure to include dates, locations and as many details 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.  **Job Title**  Property Name, City, Country  Duties: This description should be **no more than 2 or max. 3 sentences**.  **F&B Trainee**  Kronwell Hotel, Brasov, Romania  Duties: serving and cleaning tables, greeting the guests, making sure that excellent service is provided in my station at the a la carte restaurant. |
| **Training & Certificates**  Dates (from dd/mm/yyyy - to dd/mm/yyyy) | 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.  **Certificate Title**  Location  Brief Description: This description should be **no more than 2 or max. 3 sentences**. |
| **Awards & Recognitions**  Dates (from dd/mm/yyyy - to dd/mm/yyyy) | 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.  Award Name  Brief Description: This description should be **no more than 2 or max. 3 sentences**. |
| **Other activities**  Dates (from dd/mm/yyyy - to dd/mm/yyyy)  **Example!!!**  06/12/2016 – 19/12/2016 | Feel free to include here any extracurricular / outside of the job activities you have been involved in, including: volunteering activities, having a certain role in an organization…. If you have no use for this section, please delete it.  Activity Title  Property Name, City, Country  Duties / short description: This description should be **no more than 2 or max. 3 sentences**.  **Volunteer for the cause “Share a smile!”**  Bradet Orphanage Center, Brasov, Romania  Short description: I took part in a volunteering activity which took place at American Hotel Academy and was organized by the Student Government organization. We raised money for our cause through a series of events during the Kindness Week program and we bought presents for the children who are institutionalized in the Bradet Orphanage Center. |

Reference Available Upon Request