**FULL NAME**

Address (including postcode)

Phone (including code) / Mobile number

Email address (make sure it is professional)

**PERSONAL PROFILE**

Beware of the cliché! A generic personal profile will not really interest any recruiter – you are unique – take the time to show who you are and how you meet the requirements of the role.

If this sector is new to you, or the recruiter may be wondering why you want to apply for the role – think about adding an objective or talking about transferrable skills.

*“Seeking an entry-level job within hospitality to utilise my excellent customer care skills gained in retail environment”.*

**KEY SKILLS**

Can really help to match skills with job applied for and makes it easier to quickly adapt your CV for different roles – use job advert/person specification/job profile sites/company website to help

* Bullet point and justify…
* Instead of “customer service” – can say - I care about the customer having a great experience and work hard to ensure that they will want to return
* Instead of “good timekeeping” – can say - Excellent timekeeping record, always arrive early to set up and ensure environment is ready for customers
* Instead of “flexible” – can say – Flexible, able to work any hours or shift patterns to meet the needs of the business

**EMPLOYMENT HISTORY** (Start with most recent job at the top)

**Company Date from - Date to**

*Job Title*

Description – (bullet point tasks/responsibilities/achievements, really helps the reader to see what you have done/experience you have, scale and pace you have worked at)

**TRAINING/QUALIFICATIONS** (Start with most recent at the top)

**Springboard D** **ates**

*Diageo Hospitality Digital Academy, delivered by Springboard (make sure you get the name of your programme correct)*

Selected for and completed online Hospitality Academy. This included learning more about the hospitality industry, attending webinars and completing hospitality training modules, including certification in the following: (adapt as relevant to role applied for – for example adding Bartender Module for bartending role etc)

* Food Safety Level 2
* Health & Safety Level 2
* Customer Service
* Corona Virus modules

**Organisation Dates**

*Name Of Course*

Description

**Name of Uni/College/School Years Attended**

Level (highest level attained at top)

Subject Grade

**INTERESTS/HOBBIES/ADDITIONAL INFORMATION** (Use most relevant heading)

Nothing controversial please!

Most people add things that show they are a team player – sports etc, or that shows they enjoy being around people – all good – but have you got something that is even more relevant that you can add that will support your application?

For example - if you have a passion for food and love trying out new restaurants or cooking new recipes for friends – would support working in a kitchen or restaurant environment.

Maybe you are proud of the heritage of Scotch whisky and have visited distilleries to increase your knowledge, maybe you enjoy creating new cocktail recipes at home and like watching You Tube videos to increase your knowledge – all great if you want to work in a bar environment.

Anything else you can add that will evidence you have more transferrable skills – Volunteering? Involvement in community initiatives? Do you blog? Fundraise? What does that say about you as a person? Engaging, committed, enthusiastic, able to work to deadlines – the list is endless!

**REFERENCES**

Excellent references are available upon request.

You can add names and contact details of your referees if you wish, though make sure the reference will be a positive one and that the referee is happy to be contacted.

It is good practice to contact your referee asking if it’s ok to use them and it’s a great opportunity to let them know what key areas/skills you are “selling” to any new potential employers.