

RESUME/CV TEMPLATE

Your First and Last Name

Address Line 1
Address Line 2
Phone Number
Email Address

Objective

To obtain a service position with your company to further develop my customer service skills and hospitality knowledge.

Work Experience *(list most recent to least recent)*

MMM/YYYY – MMM/YYYY *(e.g. June 2011 – January 2012)*

Employer, Job Title/Position, City, Country *(e.g. Sunshine Café, Waiter, Paris, France)*

- What were you responsible for? *(e.g. Responsible for opening and closing the café on weekends)*
- What tasks or activities did you perform? *(e.g. Provided excellent customer service to guests)*
- What did you gain experience in or learn? *(e.g. Gained experience handling cash, working under pressure and working on a strong team)*

EXAMPLE

September 2009 – May 2011

BDE Safety Supplies, Administrative Assistant, London, England

- *Responsible for answering phone calls, greeting clients and scheduling appointments*
- *Assisted with the purchasing of safety supplies and processing client orders*
- *Managed financial statements for the company using Quickbooks*

Volunteer Experience

- MMM YYYY: Tasks/responsibilities/activities performed, Organisation
- *EXAMPLE- April 2009: Raised money for the Canadian Cancer Society for Cancer Research*

Education

YYYY-YYYY *(e.g. 2005 –2008)*

Name of Institution: City, Country *(e.g. Smithfield College: Berlin, Germany)*

Degree and field of study *(e.g. Completed a Bachelor Degree of Arts in Sociology)*

Skills

- Languages: list any languages and fluency *(e.g. Languages: French (Fluent), German (Fluent), English (Intermediate), Spanish (Basic))*
- Computer: list any computer skills and level *(e.g. Advanced skills using Microsoft Office Suite (Excel, Word, PowerPoint), Quickbooks)*
- Any other certifications and qualifications *(e.g. International Drivers Licence, First Aid Certified)*

Interests

List any interests and hobbies *(e.g. Photography, travel, snowboarding and skydiving)*

References are available upon request