



## **How to: Write a Professional Hospitality Resume**

Whether you are writing a new resume or updating your old one, there is no right or wrong way to go about it. But if you are wanting to achieve an informative and professional resume that shows your skills and engages an employer, there are some things you should do.

*Results from an online job-matching service, TheLadders, show that on average recruiters will spend six seconds looking at a single resume.  
Now you can understand why your experience might get overlooked!*

### **Content**

Making sure the content in your resume is relevant and easy to read is vital; you don't want to lose the recruiter's interest!

Your resume should always include:

1. Your full name as well as your preferred name, so the employer knows how to address you.
2. Your correct contact number and email address. Double check your details are correct, because this is how an employer will contact you.
3. The position you are applying for, so it is clear that you are interested and focused, and so the employer knows what position you are applying for.
4. A career objective; this should be around 5 sentences about how the position you are applying for will help you towards your career goal.
5. Your experience, beginning with your most recent going backwards.

When writing about your experience make sure to include:

- The venue
- The location
- Dates of your employment
- Your Position title, and
- A brief description of your tasks and responsibilities (no more than 3 sentences)

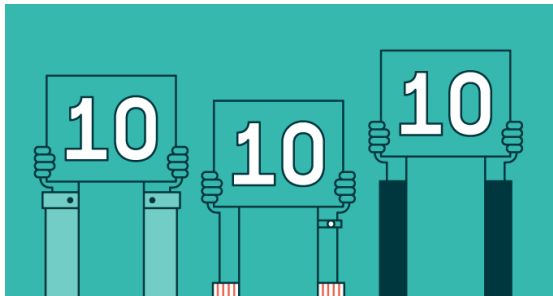
6. Your training, education, qualifications and skills. Things worth mentioning, if they apply to you, include:

- RSA & RCG
- Hospitality and Cookery Certificates
- Food Handling Certificate
- Food Safety Supervisor
- First Aid Certificate
- Barista Training
- 3 plate carry/5 plate clear
- Drink tray service experience
- Commercial dishwashing experience
- Food slicing machine experience



7. Referees. Employers may want to contact people you have recently worked for to conduct a reference check. Make sure to notify your referees that you will be giving their details as a point of reference before you give them to the prospective employer. If you wish not to include these details on your resume, make sure to have them easily accessible in case an employer requests this information. The details you will need to provide are:

- Previous Employers name and position title
- Company name
- Contact details



### **Presentation**

The presentation of your resume is super important because it is the first impression an employer will get of your character; a professionally presented resume is likely to be a professionally presented candidate.

Some things that can improve the presentation of your resume are:

1. Formatting – The easiest way for an employer to view your resume is when it is formatted as a PDF file. Microsoft Office Word is another good format, but when downloaded on different computers the layout of your resume could change. Here is an easy way to format as a PDF file: <https://www.youtube.com/watch?v=97hSdtVAFEU>
2. Layout – Your resume should be an equal balance of easy-to-read and style. Remember, an employer will only look at your resume for an average of six seconds!
3. Font – The font style and size should also not be difficult to read. Keep your resume uniform; don't have too many different font styles and sizes. Simple is best.
4. Spelling errors – Always check that your resume has no spelling errors. Employers always notice these!
5. Use hospitality terminology – If you are comfortable, try using industry terminology; it will show the employer your level of experience and understanding.

# Jonathan Smith

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Preferred Name: John  
Phone: +61 0000 000 000  
Email: [j.smith@hospitality.com.au](mailto:j.smith@hospitality.com.au)

Applying for a position with Alseasons Hospitality as a Casual Food & Beverage Attendant

## Career Objective

I am a waiter with 3.5 years industry experience looking for a food & beverage position. I am applying for this position while I study at university to help me pay for living expenses in Sydney, but also because I love the hospitality industry, enjoy meeting new people, and am looking to further my experience working in a variety of different venues as a waiter.

## Experience

*Sydney Restaurant, The Rocks – F&B Manager (01/01/2017 – 01/01/2019)*  
*Jane Doe – Restaurant owner - +61 0000 000 001*

- Supervising and training staff on shift
- Organising rosters and stock lists
- Customer service management & WHS

*Sydney Café, Parramatta – Team Leader/Barista (01/06/2016 – 31/12/2016)*  
*Lee Song – Café Manager - +61 0000 000 002*

- Training staff and assisting with supervisor roles
- Taking customers orders and operating the till and eftpos machine
- Making up to 5kg of barista coffee per day

*Sydney Function, Circular Quay – Banquet Waiter (01/06/2015 – 30/05/2016)*  
*Sydney White – Event Supervisor - +61 0000 000 003*

- Running food and beverages from the bar and kitchen to guests
- Preparing drink trays and guest tables with alcoholic and non alcoholic drinks
- Assisting guests by keeping tables clean of mess and replacing empty drinks

## Training, Qualifications and Skills

- RSA & RCG Certificate (Expiry 01/01/2020)
- 5kg of barista coffee per day
- 3 plate carry/5 plate clear
- Drink tray service experience
- Certificate 3 Hospitality – Alseasons College (2015-2017)