

GUIDE TO WRITING A RESUME

WHAT IS A RESUME?

A resume, also called a CV, is the summary of your background, skills and qualifications, which are sent to potential host organizations (companies) for review.

Consider this document to be your personal marketing brochure with the goal of gaining the host organization's attention and to giving them the information they need to bring you to the next step in the intern selection process which is an interview.

Your resume is often the first document that a host organization would typically look at, so it serves as your first impression in the internship placement process.

A well-written and formatted resume tell the host organization a lot about your professionalism, and improves the chances for receiving an interview. Consider that host organizations compare resumes to decide who to interview.

Most CV's should 2 to 3 pages in length. A potential Host Organisation will on a first scan take 10 seconds to look at a CV; it is during this first scan that you need to give him or her a compelling reason to read on.

Please find below tips and a 'template to writing a Resume' to help you improve your documents.

- [Resume Writing Tips](#)
- [How to Write a Great Resume and Cover Letter – Harvard School](#)
- [Resume Tutorial](#)
- [Resume tips Australia style](#)

IMPORTANT NOTES

Please structure your resume according to this template, but ensure that you:

- Do not copy your friends or family's Resume → a Resume is personal and must show your personality
- Insert a professionally presented photo
- Indicate all information as presented in the template (full dates DD/MM/YYYY, link to universities or employers websites, city and country of studies and experience ...)
- Send your Resume as a Word document

FOOD & BEVERAGE AND FRONT OFFICE APPLICANTS

If you have had any training, exposure to, assisted with or have experience in any of the supervisory tasks below please remember to include them in your tasks lists under the relevant employer along with your other tasks.

FOOD & BEVERAGE APPLICANTS	FRONT OFFICE APPLICANTS
MENU PLANNING	OVERSEE RESERVATION ACTIVITIES
PLANNING & ORGANISING FUNCTIONS	OVERSEE RECEPTION ACTIVITIES
PURCHASING & PRICING OF GOODS	OVERSEE ROOM SERVICE ACTIVITIES
STOCK CONTROL	OVERSEE HOUSEKEEPING ACTIVITIES
FINANCIAL TRANSACTIONS	SUPERVISE SECURITY ARRANGEMENTS
OCCUPATIONAL HEALTH & SAFETY COMPLIANCE	SUPERVISE GARDEN & PROPERTY MAINTENANCE
ASSESSING CUSTOMER SATISFACTION	OBSERVE LIQUOR, GAMING AND OTHER LAWS & REGULATIONS
STAFF TRAINING	ASSESS & REVIEW CUSTOMER SATISFACTION
STAFF SELECTION	OVERSEE ACCOUNTING & PURCHASING ACTIVITIES
STAFF SUPERVISION	OCCUPATIONAL HEALTH & SAFETY COMPLIANCE
TAKING RESERVATIONS	PROVIDE GUESTS WITH LOCAL TOURISM INFORMATION
GREETING GUESTS	ARRANGE TOURS & TRANSPORTATION
ORDER TAKING	STAFF TRAINING
	STAFF SELECTION
	STAFF SUPERVISION

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CURRICULUM VITAE

Insert
professionally
presented photo
here!

PERSONAL DETAILS

Name: INTERN NAME
Date of Birth: DATE OF BIRTH
Nationality: NATIONALITY

OBJECTIVES

Here indicate in maximum 3 lines what your objectives are for the internship and what you can offer to a potential Host Organisation.

INTERNSHIP DETAILS

Internship Program: Hospitality Internships Program
Department: *Department within Hospitality that you are interested in (Food & Beverage, Front Office or Food Production)*
Duration of Internship: XX weeks
Visa: VISA TYPE (*leave blank if you are unsure*)
Location: CITY/LOCATION FOR INTERNSHIP (*indicate if you are Flexible*)

ACADEMIC ACHIEVEMENTS (In order of most recent to oldest)

MM/YYYY to MM/YYYY (*insert the month (MM) and year (YYYY) that you commenced and completed studies*) –
If you are currently studying, please indicated expected graduation date

NAME OF DEGREE QUALIFICATION

University / Institution of Study

[Website link to University](#)

City / Country

MM/YYYY to MM/YYYY

NAME OF DEGREE QUALIFICATION

University / Institution of Study

[Website link to University](#)

City / Country

(Add any individual/group project experience that is degree related and/or subjects)

WORK EXPERIENCE (In order of most recent to oldest)

DD/MM/YYYY to DD/MM/YYYY (*insert the month (MM) and year (YYYY) that you commenced and completed work experience. For your current position, state CURRENT instead of an end date.*)

POSITION TITLE

COMPANY/ORGANISATION NAME, CITY, COUNTRY

HOTEL/RESTAURANT STAR RATING

[Website link to Organisation](#)

Tasks Performed:

- Insert task here (Please include 4 or 5 tasks)
- Insert task here

YOUR CAREER STARTS HERE

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DD/MM/YYYY to DD/MM/YYYY

POSITION TITLE

COMPANY/ORGANISATION NAME, CITY, COUNTRY

HOTEL/RESTAURANT STAR RATING

[Website link to Organisation](#)

Tasks Performed:

- Insert task here
- Insert task here

DD/MM/YYYY to DD/MM/YYYY

POSITION TITLE

COMPANY/ORGANISATION NAME, CITY, COUNTRY

HOTEL/RESTAURANT STAR RATING

[Website link to Organisation](#)

Tasks Performed:

- Insert task here
- Insert task here

(Include tasks that can be transferred and related to your degree, i.e. ability to time manage, work effectively under pressure, team work, attention to detail ...)

ADDITIONAL SKILLS, EXPERIENCE & AWARDS

Below list any additional courses, experiences (volunteer work) and awards or achievements that will highlight your skills and experience to date.

- INSERT HERE
- INSERT HERE

(Please include soft skills and proficiency level such as communication, problem solving ...)

COMPUTER & LANGUAGES

Below list all computer skills you have and languages you know, including native and indicate the level (beginner, intermediate, advanced, native ...). Please indicate if you have any language tests such as IELTS, Cambridge ...

- INSERT HERE
- INSERT HERE

EXTRA CURRICULAR ACTIVITIES AND HOBBIES

Below list any sport, activity, hobby ... you are practicing or are interested in.

- INSERT HERE
- INSERT HERE

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REFEREES

Name of Referee

Position Title

COMPANY/ORGANISATION

PH: CONTACT PHONE NUMBER

Email: [email address](#) (compulsory to provide an email address)

Name of Referee

Position Title

COMPANY/ORGANISATION

PH: CONTACT PHONE NUMBER

Email: [email address](#) (compulsory to provide an email address)

(Include at least 2 referees and ensure you have their work email)