



# Name

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 0482 466 222

 name@gmail.com

 linkedin.com/in/yourname

## Summary

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*[A brief statement stating your key strengths, skills and experience relevant to the role applying for. Many hospitality workers emphasise similar qualities, such as their reliability and work ethic, in their personal summaries. Hospitality is an industry where personality matters, so do your best to make yourself seem more unique in your personal summary]*

Dynamic customer-oriented waiter with two years of experience in the hospitality industry. Reliable individual who strives to enhance customer experience and foster a positive atmosphere. Works well both individually and in teams and looking to develop skills in a fast-paced environment.

## Demonstrated Skills / Competencies (Core, Specialist, Technical)

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*[Overview of experience & interpersonal skills relevant to the role, backed up with an example. What are the skills you have developed through work, school, volunteering or extra-curricular activities that demonstrates your capability to perform the tasks asked for in the job ad]*

- Excellent customer service skills gained from 2 years' experience in a busy restaurant environment.

## Work Experience *[displayed from the most current to oldest work experience]*

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### **Dates (To & From)**      **Position Title, Name of Company, Location**

*[3 – 4 bullet points of the demonstrated duties and responsibilities during this work experience that relate to the skills required. Formula = Action Verb + skill + a little bit of evidence of how you demonstrate this skill!]*

- Recorded customer food and drink orders and served customer requests to highest standards with no order errors.
- Developed my communication skills by talking to customers on the phone and face to face.
- Responded to customer complaints promptly and awarded staff member of the week by exceeding customer expectations consistently.

## Work Requirements *[mention any specific requirement to perform the role]*

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- Holder of a Blue Card
- QLD RSA Certificate

## Education *[Displayed from the most current to oldest qualification]*

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### **Dates [From - To]**      **Title of Qualification, Name of the Institute where studied, Location**

*List any academic achievements*

## Interests/Volunteering/Extra Curricular Involvement

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### **Dates (To & From)**      **Position, Name of organisation, Location**

## Referees *[if no current referees, can write 'Referees available on request']*

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### **Referees Name**

*Job Title, Company*

*Email:*

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*Ph:*

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