|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Phone Number |  |
| Email Address |  |

 Objective Statement

**SMILING PHOTO**

You must include a **studio-shot**

professional picture of you.

It is suitable for recent graduates to include their Graduation Picture.

If you are applying for a Culinary Position, you must attach a picture wearing your Chef's Uniform.

**EDUCATION**

## School Name : Pacific Link College

Location :

Date Started :

Current Field of Study :

## School Name :

Location :

Date Started :

Field of Study :

# EXPERIENCE

## Company Name :

Location :

Position :

Duration :

Responsibilities :

## Company Name :

Location :

Position :

Duration :

Responsibilities :

## Company Name :

Location :

Position :

Duration :

Responsibilities :

# SKILLS/QUALIFICATION

**Languages & Level**: English – *(intermediate, advance or fluent)*

**Computer Skills**: Excel & Word – *(intermediate or advance)*

Windows – *(intermediate or advance)*

**Certificates**: Front Office Operations *– Level II*

Housekeeping Operations *– Level I*

# REFERENCES

## Name :

Position :

Company :

Phone Number :

Email Address :

## Name :

Position :

Company :

Phone Number :

Email Address :