



RESUME

This is a guide only!!

JOHN CITIZEN

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Work permission in Australia

Employment History

NB: **adapt your work experience** to the job you want to apply : don't mention you worked as Manager for Siemens if you are looking for a hospitality job!! If you already have had **work experience in Australia**, mention it. Avoid to show an ID photo

05/2012 – 11/2015

Head waiter at Le Bistro Romain, Paris

Main duties:

- Preparing tables and staff
- Cash register

07/2010 – 04/2012

Receptionist (day / night shifts) at Hotel Sofitel, Paris

Main duties:

- Cash register
- Switchboard
- Customer relations

Education

Avoid mentioning high qualifications unless it is relevant or you apply for an important position.

2008 – 2010

Advanced Diploma in Hospitality, Ecole hôtelière de Paris, Marne la vallée

2008

High School Certificate

Skills

- Foreign languages: Mother tongue: French, good knowledge of English, conversational German
- Computer literate
- (Other professional qualifications such as BAFA, RSA, Tourist guide...)

Miscellaneous (add information that can help you with your job application)

- Driving licence
- Interests: sports, sailing, arts....
- Member of an Association? Volunteering?