

The Training Partnership Limited

incorporating I.P.P.S.



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WRITING YOUR CV FOR AN EMPLOYER IN THE UK

There are many different styles of Curriculum Vitae [CV] which are considered acceptable by UK employers, and you may well feel that you can use the CV you already have. However, experience has proven that the following example of how a CV has been changed to suit the UK hospitality industry is always acceptable. We recommend that the students follow these guidelines and base your CV on the model included here, to increase the possibility that they, rather than someone else, is the person selected by an employer for consideration.

ESSENTIAL GUIDELINES

- Prospective employers will be interested primarily in your work experience, so this section needs to be displayed before more general information
- List your work experience and education/qualifications in chronological order starting with your most recent position and qualification first
- If you have no formal employment history, but your professional qualification(s) included work experience, include this under both headings of *Employment History* and *Qualifications, Training and Education*
- List only your further and secondary education [do not include junior and primary education]
- State your level of English in terms that will attract an employer, such as: *“Intermediate level of English with very good listening and speaking skills”*
- Details of your marital status, parents, hobbies etc are not necessary
- Qualifications and job titles from your own country may not be easily understood by an employer in the UK – provide a short and clear explanation, for example:

of a training college	<i>One of the 5 most prestigious hospitality industry colleges in Germany</i>
of a course	<i>Subjects included: General Management, Administration, Event Management, Customer Relations, Front of House Operations, and Catering Management</i>
of work experience	<i>Departments included: Housekeeping, Catering, Reception, and Administration</i>
of qualifications	<i>Entrance examinations to further education equivalent to “A” levels in the UK</i>

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Director: Ms Jayne Stroud - Registered in England No. 3527322
Registered Office: 450 Babbacombe Road Torquay, Devon TQ1 1HW UK

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EXAMPLE OF A CV

MARIJKE DE JONG

Zuiderpad 205, 1458 CK, Purmerend, The Netherlands

Telephone: +31 (0)266 435890

e-mail: adj@zonnet.com

Date of birth: 21/08/1980

Nationality: Dutch

PERSONAL STATEMENT	A hard-working and efficient team player with exceptional organisational, customer relations and communication skills
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EMPLOYMENT HISTORY

- Sept 00-June 02 Hotel Management Trainee
[as part of a professional qualification training programme]
5* Grand Hotel, The Hague, Holland
Departments included: Reception, Sales and Administration, Restaurant, and Housekeeping
- June 98-June 00 Waitress and kitchen assistant
[during my holiday periods whilst in full-time education]
Park Café, Amsterdam, Holland

QUALIFICATIONS, TRAINING AND EDUCATION

- Sept 00-June 02 Hotel Management Trainee
Hogeschool Amsterdam, Amsterdam, Holland
[One of the 5 most prestigious business colleges in Holland]
Specialist Subjects: Sales and Marketing/ Customer Relations
- Aug 00 Certificate of attendance at the Dutch Wine Institute
- Sept 94-July 00 Gymnasium certificate "Jan van Egmond College" Purmerend
[Equivalent to 3 "A" levels]

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