



<b>Module 22: Hospitality Practice II</b>	
<b>Setting up your Curriculum Vitae</b>	

### CV guidelines

- Make use of modern template with colour accent (Free Canva & Word templates)
- Professional Profile picture (Work attire, Smiling, Head & Shoulders shot, Clean background)
- Header:
  - Curriculum Vitae
  - Name and Surname
  - Hospitality Management Student
- Personal info (Name & Surname, ID nr, Nationality, Age, Gender, Language Proficiency, Marital status, Dependants, Drivers license)
- Contact info (Cell, Email, Physical address)
- General info (short bio of yourself)
- Work experience (most recent first)
- Academic qualifications (most recent first)
  - Tertiary, including name of qualifications and *module composition*\*
  - Educational, including mention of distinctions and *name of subjects*\*

*\*If space does not allow for module composition / name of subjects, it can be left out.*
- Skills / Courses (Hospitality competency: Front Office, Housekeeping, F&B, Events, Kitchen; Sobremesa Wine Course; Microsoft Office Computer literacy; OPERA Front Office competency; Dynamikos First Aid Level 1)
- *Achievements / Hobbies, not required, but can be included*
- References (Minimum references to include: Your most recent work; first internship and most recent studies: IHT ; The person you use as reference need to give consent to be used as a reference)
- Link to your Linked-In profile (use the same profile picture)
- Ensure all numbers are international +27 (0) & all addresses include South Africa.
- No more than 2 pages
- Attach reference letters

<b>Submission date: CV + Hotel Reference letter</b>	<b>Thursday, 10 Feb 2022 @ 08h30</b> Electronic: <a href="mailto:annemarie@ihthotelschool.com">annemarie@ihthotelschool.com</a> Hard copy: Pigeon hole outside IHT office
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