**STUDENT NAME**

(photo)

Current residential address

Phone:

Email:

Nationality:

**WORK RELATED SKILLS**

**Languages:** Parent tongue:

Other languages spoken:

(Basic/Intermediate/Advanced)

**Driver’s Licence:** Yes/No (Full/Restricted) Country of Issue:

**(remove completely if you do not hold a drivers licence)**

**Computer Skills:** For example: MS Word, MS Teams, Excel, Email, Internet and Database packages

Objectives: Write about what your goal is for this placement and tell them why it is your goal. Make it personal but written professionally. This area should be 3 – 4 lines long.

**EMPLOYMENT EXPERIENCE**

**List employment from most recent**

Dates (For example: **Name of employer/Establishment**: (Replace this line with the actual name

Jan 2015 – Jan 2016) of the company or employer)

Address: (can be written as City, Country)

**Position:**

**Demonstrated Skills:**

Dates **Name of employer/Establishment**:

Address:

**Position:**

**Demonstrated Skills:**

**EDUCATION**

**TERTIARY**

Jan 2018 - Current **International College of Hotel Management, Adelaide, South Australia**

Bachelor of Business (Hospitality Management)

**Currently undertaking 1st OR 2nd OR 3rd  Year subjects including:**

**(Only list current subjects)**

**SECONDARY**

Add Year graduated **High School Name:**

City, Country

Successfully Graduated (Highest level)

**RELEVANT TRAINING UNDERTAKEN**

* 4 weeks practical training at Tiros Restaurant & Graduates Restaurant, providing food and beverage service to the public
* 2 shifts at the Adelaide Convention Centre providing banqueting services to large functions
* 3 housekeeping practical shifts in teams at XXXXX servicing guest rooms for occupancy by paying guests
* Responsible Service of Alcohol, state and year completed
* Add any other training you have completed

**PERSONAL ACHIEVEMENTS**

* In this area add anything that you are proud to have achieved

For example – school captain, any voluntary work, team member in a sports club, top achiever in an academic subject etc.

**REFEREES**

***(Most employers will require TWO professional referees. If you have never worked before, then a personal referee may be used.)***

**Professional:**

**Name of ICD Manager**

**Manager, Industry and Career Development**

International College of Hotel Management

Days Road, Regency Park, SA 5010

Telephone:

Email:

**Name of professional referee**

**Position Held**

Place of work

Address

Telephone:

Email: