

Job Seeking

Step by step for refreshing your hospitality CV

Do you already have a CV? Have you been on the lookout for a new role but not been getting called in for interviews? Are you thinking about taking that next step in your hospitality career? Then this resource is for you!

Here are the top 3 things to look at, when you're refreshing your CV:



Your
personal
statement



Ensuring your
key skills are
appropriately
highlighted



How your
CV is
presented

Refresher 1: Your personal statement



A personal statement is usually the first part of your CV that potential employers will see. It should consist of a brief overview of your professional profile and career objectives related to the role which you are applying for. It should be a short paragraph that follows your name and contact information at the top of your CV.

Personal statements typically consist of the following components:

- Who you are
- What you are looking for/your career objectives
- What you are great at/your most valuable skills
- What are you most interested in
- How you can provide value to an employer

It is best to use real life examples instead of just using key words like “team player” and “hard working”. This format enables potential employers to determine your suitability for the job immediately. This is especially important considering employers generally don't spend a long time reviewing each CV before deciding whether an applicant is a good fit.

Refresher 2: Ensuring your key skills are appropriately highlighted

Employers don't typically spend a long time reviewing each CV, so it is important that you highlight your key skills in a way that is very clear for the person reviewing your CV.

If you are applying for different roles, it is common to change the points which you are highlighting. If you have training across different industries or if you have certain qualifications related to the particular job, it is important to ensure this is made clear, rather than relying on the reviewer to get to the information.

For example, if you are applying for multiple management positions, they may look for different skill sets, i.e. HR experience, accounting or bookkeeping knowledge. If you have any or all of the specified skills, these should be highlighted immediately in your personal statement and made clear in your education/previous work experience section(s).

Refresher 3: How your CV is presented

It is said that the taste sensations start on sight, which is why our chefs pay so much attention to the presentation of their kai. The same principles apply to job seeking - have you put enough thought into how you are presenting your CV?

When refreshing your CV think about these elements:

Font: ensure the font you have selected is easy to read and a good size. Reading your CV should be effortless, if not, it may be put into the 'too hard' basket!

Size: your CV should always be based on an A4 page.

Layout: your CV needs to be formatted in a way that someone can easily print your CV and view it in the way you intended. It is important to save and send your CV as a PDF so no formatting is changed between you sending your CV and someone viewing it.

Colours: while you can use some colour to make your CV more appealing, it is recommended to keep this simple - remember your digital design skills are not what is on show!

Images: images take up valuable 'real estate' (space) on your CV and leave less room for you to explain your skills and previous work experience, so use sparingly, if at all. An exception may be if you are requested to include a portfolio or previous examples of your work to showcase your experience and skills in a more specialised role.