



Hospitality Recruitment Solutions

## Resume and Application Assistance

Your resume will determine if you will be attending an interview for the position you want. Your resume should be balanced with enough information, that is professionally presented so that the person reading it will feel that you are worthy of making the short list for an interview.

### **Presentation**

First impressions count, is your CV's first impression good enough to secure to the role?

A resume that shows little effort will be lucky to receive a response to inform you that you have been unsuccessful. Employers will often interview candidates based on the level of effort put into their application. This includes your tailored cover letter answering the selection criteria and selling you as the right candidate for the role. Although presentation is highly important be sure not to make your resume look too 'flowery' as it may detract from the actual details of your skills and experience. Remember what you see as appealing might not appeal to everyone in a professional setting.

### **Current, relevant and specific content**

1. When applying for a role it is important to ensure that your CV is up to date with the most recent information.
2. Ensure your CV contains information which is relevant to your career and in some cases can be specific to your application. Using bullet points is a good way to highlight these areas of strength.
3. Qualifications that are specific to your trade should be highlighted or placed in bullet point format and situated at the top of your education listing.
4. Your most recent role or work experience should be listed first and contain your skills and any achievements that you have gained in the role.
5. Always double check your work this includes dates and spelling etc

### **Accuracy/truthfulness**

1. Please ensure all details of our CV are accurate, dates, tenures. Potential employer's WILL double check details so make sure all points noted are of a truthful nature.
2. Tenure- Discuss the importance of leaving short stay positions off your CV but discuss that they should advise of such positions if questioned at interview stage.

### **Contact details**

1. Your contact phone number must be able to have a message left on it and one that you check regularly. Avoid using home/flat phone numbers, as messages can be deleted by accident or lost.
2. Ensure that your email address is of an appropriate nature, preferably first Initial and surname, as follows [Jsmith@XXXX.com.au](mailto:Jsmith@XXXX.com.au) or [JohnS@XXXX.com.au](mailto:JohnS@XXXX.com.au), it is best to avoid using nicknames.



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### **Referees**

1. When to include them? Be prepared that if you put them on your CV then you are giving permission for your potential employer to contact them without your consent.
2. Is it best to leave them off? This will give you an opportunity to discuss your referees at the time of interview, if asked to submit prior then please do so.
3. It is important to always speak with your referees prior to placing them on your CV.
4. Your referee must be someone that you have had a direct reporting line to, i.e. Your Head Chef, Food and Beverage Manager, a staff member of the team that you have worked alongside or a friend are not appropriate to be a referee in these circumstances.
5. If you have had your referees name on your CV previously but not spoken to them in a while we would suggest a courtesy call to advise them you are looking for a new opportunity and asking them if they would mind continuing to be a referee for you.
6. Make sure you have their updated contact details if they have moved positions themselves.

### **The Cover Letter**

Always include a cover letter regardless if it is requested or not. The cover letter is a chance for you to pitch yourself which cannot always be done through a resume. It also allows the reader to get a better understanding of your current situation and further information about yourself as a candidate. Do not make the classic mistake of sending a generic cover letter that is not personalised or tailored to the position you are applying for. Cover letters that are generic will often attract a generic response to reading your application; you want to grab their attention. The cover letter also allows you to show the reader that you understand the selection criteria for the position and relate it to your skills and experience.

### **Have you had your resume professionally developed?**

Hospitality Recruitment Solutions would see hundreds of applications a week, as such we know what looks good and what doesn't. We also know how different employers respond to different cover letters and resumes. We can assist with resume development as well as giving assistance with cover letters and sending applications for a very small fee, which is ultimately an investment in securing your next opportunity.

Call us to find out how we can assist with a professional application solution.