

BAR ACADEMY

CV 101: AN EXPERT GUIDE TO CREATING A STANDOUT CV FOR THE HOSPITALITY INDUSTRY

Job seeking can be challenging, so it is important to create a CV that makes an impact. With help from Stephen Waters, MD at Watershed, we have created this handy downloadable to help you put your best self forward.

Try to limit your CV/resume to a one-page document

CV

CONTACT

Address Line 1, Address Line 2, County, Postcode

0123 456 78900

email@emailaddress.com

facebook.com/yourname

If appropriate, share any social media handles including LinkedIn or Instagram as part of your contact info.

EXPERTISE

Upselling

Menu Creation

Team Leadership

Customer Service

Make sure to showcase your relevant skillset.

EDUCATION

University name 2014-2017
Course Details
Modules

College name 2012-2014
Course Details
Modules

School name 2008-2012
Course Details
English (A), Maths (B), Physics (C)

Alex Smith

Bar Manager

PROFILE

I have proven history of adding value and bringing a positive attitude to any bar that I have managed. Cost management, seeking revenue opportunities and leading staff well have continuously been top of mind, as well as ensuring that each and every guest receives exceptional service.

"Alex has been an incredible asset to our business. His drive and care for staff and customers has been very much reflected in his day-to-day and last three years with us."

Anna Jones, Jones & Co bars

Share a short intro that is personal, professional and gives a good summary of your experience so far.

Ask a previous employer or colleague to make your CV stand out.

WORK EXPERIENCE

BAR MANAGER Delaney's, Vancouver, Canada 2019-Present

Managing and overseeing all bar operations, stocktaking and reviewing of menus, and driving standards in his team.

- Training new members staff, as well as supporting and managing the entire team.
- Role modelling strict adherence to health and safety procedures
- Trialing new ways of working and experimenting with menus
- Maximising guest satisfaction and retention
- Setting consistent standards of service across all areas of the business
- In charge of the safety and welfare of staff and guests alike and the public.

Use reverse order of employment history: start with the most recent role and work backwards. Length of service within a role matters as this shows commitment and loyalty.

BAR MANAGER Smiths, Toronto, Canada 2016-2019

Managing the operational, financial and commercial performance of the bar. Managing a team of trained professionals, aligning staff attitudes to corporate objectives, and being available to both guests and staff at all times.

- Maximising guest satisfaction and retention
- Setting consistent standards of service across all areas of the bar.
- In charge of the safety and welfare of staff and guests alike and the public.

ACTIVITIES AND INTERESTS

- Cooking
- Travelling – Spent a semester studying abroad in Spain during my third year of university
- Member of wine society club
- Football – member of local club, playing for a team weekly
- Volunteering with distribution of food to homeless

Include activities and interests as these can often be as important as your employment history.

REFERENCES

Available on request

Have a go at [creating your own CV](#) based on all the tips shared.

Bonus Cover Letter Tips

Craft a great cover letter to accompany your CV.

- Address employer to make it more personal.
- Keep letter length short yet informative.
- Visit the venue so you can be enthusiastic and genuine when talking about the role.
- Share top line experience.
- Ask a previous employer to list your top skills and quote them.