

# CV - Vorlage

## First Name, Last Name (photo)

Nationality: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of birth: DD/MM/YEAR

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (+43) 664 XXX XX XX

Skype: \_\_\_\_\_

## Work experience:

### Internship Kitchen Department

Restaurant Name, Address [ DD/MM/YEAR – DD/MM/YEAR]

Duties: Example

- Responsibilities as a Gardemanger
- Preparation of cold appetizers & hot pastries
- Supporting the chefs
- Mise en place
- Cleaning duties

### Internship Service Department

Restaurant Name, Address [ DD/MM/YEAR – DD/MM/YEAR]

Duties:

- Preparation of food and drinks
- Taking and processing orders
- Mise en place
- À la carte service in the restaurant
- Banquet & Event service
- Conference room service

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## ***Internship Kitchen & Service Department***

Hotel Name, Address [ DD/MM/YEAR – DD/MM/YEAR)

Kitchen:

- Responsibility as Entremetier
- Preparation of hot & cold side dishes
- Mise en place

Service:

- Beverage and dining service
- Beverage preparation and wine service
- Preparation and maintenance of breakfast buffet
- Taking and processing orders
- Working with POS system

## ***Internship travel agency***

Name, Address [ DD/MM/YEAR – DD/MM/YEAR ]

- Organization of access points and seating arrangements for bus tours
- Organization of group trips
- Customer service
- Administrative work

## ***Travel agency assistant***

Name, Address [ DD/MM/YEAR – DD/MM/YEAR ]

calculation, organization and sales of travel packages

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## Education and training

### *Matura (A-level)*

School of Tourism in City [ DD/MM/YEAR – DD/MM/YEAR ] Address: \_\_\_\_\_

### *Middle School Diploma*

Neue Mittelschule, Adress [ DD/MM/YEAR – DD/MM/YEAR ]

### *Languages:*

Mother tongue(s):

German

Other language(s):

English

Spanish

### *Qualifications*

Young Cheese Connoisseur Certificate / Young Wine-Sommelier Certificate / Young Bar-keeper Certificate

Kitchen & Service Management / Patisserie / Service organization / Housekeeping / Wine Sommelier / Nutrition / Beverage Courses / Front desk

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## *Digital Skills*

Microsoft Word / Microsoft Office / Microsoft Powerpoint / InDesign / Publisher / Microsoft Excel

## *Drivers license*

Driving Licence: B - Vehicles up to 3.5 tons

## *Hobbies and Interests*

volleyball

travelling

photography

cooking