JOB DESCRIPTION



ACTIVITY

Give details of your Job Description, an example is given below.

Example J	lob Description		
Job Title	Receptionist		
Line Manager	Reservations Manager		
Key Responsibilitie	es		
Receiving guestsOrganising bookings			
Key Result Areas			
Maintain a bosystem	ooking		
Key skills Requirer	ments		
Computer ski applicationsCustomer car			

Use the following template to detail your job description.

Job Description (Job Description Template)
Job Title
Line Manager
Key Responsibilities
Key Result Areas
Key Skill Requirements

PERSONAL PROFILE/CURRICULUM VITAE

(Current role followed by any previous positions)



ACTIVITY: Create a current CV (Curriculum Vitae) use the template below, complete the information requested.

Personal Profile/Curriculum Vitae
Name
Date of Birth
Employment History

	Job Title	Name & address of	Brief details of job
From To		Company	Responsibilities & duties

Dates	Course Title	Qualifications
From To		

Hospitality Certificate Course - Sample Pages - Page 3

COURSE ATTENDANCE



ACTIVITY: List all the internal and external courses that you have attended during your employment using the following template.

COURSE ATTENDANCE

Date	Subject	Qualifications

PERSONAL DEVELOPMENT PLAN



ACTIVITY: In the personal development plan, detail what your career aspirations are and the development that you require to achieve your goals. Also identify who you need to talk to, and or what you need to research plus a realistic timescale to reach your personal development goals.

Personal Development Plan

Date Subject	Qualifications