

JOB DESCRIPTION



ACTIVITY

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

<u>Example Job Description</u>	
Job Title	Receptionist
Line Manager	Reservations Manager
Key Responsibilities	
<ul style="list-style-type: none">• Receiving guests• Organising bookings	
Key Result Areas	
<ul style="list-style-type: none">• Maintain a booking system	
Key skills Requirements	
<ul style="list-style-type: none">• Computer skills in Microsoft applications• Customer care skills	

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



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

(Current role followed by any previous positions)

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

Dates	Course Title	Qualifications
From To		

