**HOSPITALITY RESUME SAMPLE**

3423 South Street, Boston, MA 02112

(843)-204-5645

Andrew.Black@gmail.com

*Experienced hospitality worker (4+ years) with a BA in Hospitality Management. Proven ability to run a hotel front desk, keep customers satisfied, and resolve conflicts. Responsible, knowledgeable, and technically savvy, the perfect candidate your Hotel Front Desk Manager job.*

**EDUCATION**

**THE COLLEGE OF CHARELSTON** **Charleston, SC**

*CHM in Hospitality Management, June 2017*

* **GPA**: 3.7/4.0

**Technical skills**

-MS Office  
-Tally  
-Spreadsheet

**Personality Traits**

-Punctual and reliable  
-Pleasant personality  
-Cheerful

**ADDITIONAL SKILLS**

* Experience with two kinds of Point of Sale (POS) Terminals
* Excellent at Conflict Management & Resolution
* Microsoft Office – PowerPoint, Word & Excel
* 75WPM Typist

**Personal Details**

Date of Birth- 75th July, 19XX  
Address- XASD