

SAMPLE OF CV:

Carmen Lopez Duran

Profile

I am keen to follow a career in Tourism or Hotel Management. I am well-organised, highly motivated and have excellent communication skills. In addition I am reliable, flexible, and quick to learn.

Personal details

Address Avenida de la Plata 47
Granada 18 752 Spain
Tel 123 456 789
Email Carmello@ etc.com
Date of birth 25 Nov 1980
Marital status Single

Education

1998 - 2000 Universidad de Granada Diploma in Business Studies with Tourism
1990 - 1998 Instituto Cervantes, Granada Bachillerato (A Level equivalent) Grade B

Professional Experience

2000 - present Hotel Xyz, Notown
Assistant to Conference Manager
Responsible for providing administrative support, answering enquiries, taking bookings, arranging catering.
Employee of the Year, 2001.
Summer 2000 Company Xyz. Notown
Social/Sports Officer
In charge of escorting groups of foreign students,
Arranging schedules, planning social events,
Organising sports activities, managing a budget.

Interests

Yoga, swimming, skiing, classical music, theatre, current affairs

Additional Skills

- Fluent English - IELTS score 6.5
- Working knowledge of French
- Clean driving licence
- Computer literate (Word, Excel, Powerpoint)

Referees

Antonio Palma Plazas, Conference Manager, Primavera Hotels
Mercedes Garrido Vazquez, Regional Director, Eurostudy Ltd