[Your Name]

[City, State] | [Phone] | [Email]

SUMMARY

[Housekeeper, front desk agent or banquet server] with [number] years in hotels. [For housekeeping: I clean [number] rooms a shift to inspection standard.] [For front desk: I handle check-ins, payments and guest problems on busy nights.] Available [shifts you can work].

SKILLS

- Room cleaning to the hotel checklist
- Check-in, check-out and payments at the desk
- Banquet setup and service for events of up to [number] guests
- [Property management system you have used, for example the one your hotel ran]
- Handling guest complaints calmly
- [A second language, if you speak one]

EXPERIENCE

[Room Attendant, Front Desk Agent or Banquet Server], [Hotel name]

[City, State] | [Month Year] to Present

- [Housekeeping] Clean about [number] rooms a shift and pass room inspections by the supervisor.
- [Front desk] Check in up to [number] guests on a busy evening and balance the shift report at the end.
- [Banquets] Set and serve events from [number] to [number] guests, including breakdown and reset.
- Report maintenance problems the same shift so rooms go back on sale quickly.

[Previous job title], [Employer]

[City, State] | [Month Year] to [Month Year]

- [What you did, starting with an action word.]
- [A second line with a number in it.]

AVAILABILITY

[The shifts you can work, for example early mornings, overnights or weekends]. [How you get to work].

EDUCATION

[High school name, or GED program], [City, State]
[High school diploma or GED], [Year]