**NAME**

**Tel:  
Mail:  
Address:  
Visa:** Working Holiday Visa - valid through Aug 2019  **Availability:** Monday - Sunday

**SUMMARY**

* Over 5 years of experience in hospitality
* Strong verbal and personal communication skills
* Great ability for decision making with initiative and problem solving capacity.

（応募するポジションにあった、自分の能力や技術、実績などを箇条書きで記入）

**EMPLOYMENT**

**2018 - 2019 Wait staff / Restaurant / Sydney**（働いた期間、ポジション、店舗名、場所を記入）

* Accurately recorded orders and partnered with team members to serve food and beverages that exceed guest’s expectations.
* Effectively communicated with kitchen staff regarding customer alleges, dietary needs, and other special requests.
* Maintained knowledge of current menu items, garnishes, ingredients, and preparing methods.
* Gave guests an accurate bill then took payment from them in cash or credit cards.
* Matched customers with products based on their needs and desires.

（仕事内容を具体的に記入）

**EDUCATION**

Mar,2019 XXXX University, Tokyo, Japan   
（卒業した年と、卒業した学科、学部、学校名を具体的に記入）

**SKILLS**

Japanese and English  
RSA certificate  
Business computer applications (Word, Excel, PowerPoint)   
（応募するポジションにあった技術・資格などを記入）

**REFFRENCE**

Reference detail will be provided upon request  
（元職場の上司や先輩の名前、連絡先、役職名を記入）