

**YOUR NAME**

Your Address  
Your Town  
Your County  
Your Postcode

Mobile: 01867 1234567

Email: loz@compo.co.uk

**PERSONAL PROFILE**

A smart adaptable person who enjoys meeting and helping people. An excellent organiser with good customer service skills. Communicates effectively at all levels and copes calmly and efficiently in all situations. Uses initiative to make decisions and take responsibility for own work. Able to use information technology and office equipment.

**EMPLOYMENT HISTORY**

**Assistant Head Porter**      Hotel St. James, Mayfair, London      2009 - 201?

Supervised and trained staff in large city centre hotel. As night receptionist, dealt with guests from all over the world, ensured their comfort and security. Advised on local facilities, arranged transport, organised functions and conferences. Used computer to enter and maintain records.

**Porter**      Princess Royal Hotel,      2007 - 2009  
Worcester

Greeted guests, ensured they enjoyed their stay by organising and arranging matters to meet their needs. Responsible for security of premises and contents including guests' belongings. Answered enquiries personally, by phone or email.

**Petty Officer**      Royal Navy      2000 - 2007

Responsible for efficient operations of men and equipment at sea and ashore, in UK and abroad. Dealt with forces and civilian personnel at all levels and in a range of situations, some hazardous and stressful. Was promoted through the ranks from ordinary seaman.

**OTHER INFORMATION**

Understand and speak French, Spanish and some Russian  
Full, clean driving licence and own transport  
Interests include sport, naval history and listening to music

**REFERENCES**

Name	Company address	Phone number
		Email