

# Hotel Receptionist CV Examples - Template

Your name -tel number

1 Job Hunter Way, Employmentville, UK. EM1 5LO

Your email address here

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**Professional Profile** I am a presentable and helpful Hotel Receptionist. I love to meet and greet the guests, offer advice and tips about where to visit and how to get the most out of their stay. I love to speak with guests before arrival and take bookings, and also love to take bookings for special events such as weddings and advise on options available.

- Presentable.
- Sensible and practical.
- Approachable and Friendly.
- Focussed and attentive.
- Highly organised.
- Confident.
- Friendly.
- Flexible.
- Adaptable.

## **Professional Qualifications.**

BTEC in Guest Services and Hospitality.

## **Work History**

### **January 2010 - Present**

Hotel Receptionist, Harrington's, London

Working in this small local 30 bed hotel as a receptionist saw me manning a front desk during my shift, to be a point of contact for guests. I would take check in details and issue keys. I would answer the phone and advise guests on availability and suitability, and take bookings. I would also arrange wake up calls for guests.

### **January 2008- January 2010**

Hotel Receptionist, Derby Hall, London.

As a Hotel Receptionist in this large Country house hotel it was my job to ensure that all guests were greeted in the correct manner. I would take safety deposits, and also handle any issues or enquiries the guests might have. I would give keys to the relevant guests, and handle check outs.

### **January 2007 – January 2008**

Hotel Receptionist, Boulevard Bay Hotel, London

Working for this busy city hotel it was my duty as receptionist to greet all guests on arrival, and allocate them their rooms. I would often have to arrange parking facilities for them, or arrange transport for them, as we catered for business persons primarily. I would also be responsible for the booking of the conference rooms, bridal suites and banqueting rooms. I would have to arrange Wi-Fi access and other sundry items for certain guests.

## **Education**

GCSE 10xA Grades including English, Maths and Science.  
Londonberry Comprehensive School  
London  
2001

## **References**

References are available on request, or in writing to the above previous employers.

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