Resume Format Example

Note: Please remember there are many resume formats; the following example is just a suggestion and a frequently used format.

JOSEPH STUDENT

123 Case Residence Hall, MSU 123 Farm Lane Lansing, MI 48823
(517)-555-0193 studentj@msu.edu

OBJECTIVE
To acquire an internship or work experience in the hospitality industry

EDUCATION
Bachelor of Arts Degree, Hospitality Business,
Graduation: May 2007
Michigan State University, East Lansing, MI
G.P.A. 3.7/4.0 Dean's List all semesters
ServSafe Certification 2005-2008
MSU Study Abroad, India and Dubai Summer 2006
Nine credits in International Finance, Lodging, and Real Estate Development

HOSPITALITY EXPERIENCE **Rooms Operations Intern**   Summer 2005
Marriott Wardman Park, Washington, D.C.
Front Office
- Shadowed managers and attended division meetings
- Mastered Marriott's Property Management System
- Guest check-in/out procedures
- Bell services
- Concierge

Housekeeping
- Rooms inspections, inventory inquires
- Cleaned rooms
- Lobby and Public Restroom Attendant

Administrative Assistant Intern   Summer 2002
Choice Hotels International Corporation, Silver Spring, MD
  Contacted and set-up training meetings for franchisees
  Assisted in preparing and setting-up training meeting and rooms

ADDITIONAL EXPERIENCE
Student and Industry Resource Center Coordinator
08/2004 - Present
The School of Hospitality Business, East Lansing, MI
  Assist students with professional development, securing internship and jobs

SCHOLARSHIPS/HONORS
  Spartan Scholarship
  Michigan State University Scholars Award
  J. Willard Marriott Memorial Scholarship
  American Hotel and Lodging Association Pepsi Scholarship

LEADERSHIP
  Director of Industry Relations, CAREER EXPO XXVII, MSU Hospitality career fair- 2006
  Volunteer, *The* School of Hospitality Business Auction- Spring 2006
  Server, *Les Gourmets* black tie dinner- Spring 2005

SKILLS
  Fluent in Spanish; written and spoken
  Proficient in Microsoft Excel, Access, Power Point, and Word
        Proficient in Hospitality Property Management Systems (PMS) MICROS