



# Quick Start Guide How to prepare CV

Housekeeping Department



# Basic CV Structure

1. Personal Information, Contact Details, Photo
2. Desired Vacancy, Work Experience
3. Education and Training
4. Language Skills
5. Computer Skills
6. Personal Characteristic

## CURRICULUM VITAE

1	<b>NAME:</b>	MARIIA
	<b>SURNAME:</b>	IVANOVA
	<b>VACANCY DESIRED:</b>	CABIN STEWARDESS
	<b>DATE OF BIRTH:</b>	19.02.1986
	<b>PLACE OF BIRTH:</b>	UFA
	<b>MARITAL STATUS:</b>	SINGLE
	<b>SEX:</b>	FEMALE
	<b>STREET NAME:</b>	OCTOBER PR. 80/1
	<b>CITY, ZIP:</b>	UFA, 197834
	<b>COUNTRY:</b>	RUSSIA
	<b>CELL:</b>	+7 917 362 60 78
	<b>E-MAIL:</b>	<a href="mailto:blonbeen@vandex.ru">blonbeen@vandex.ru</a>
2	<b>SKYPE:</b>	blonbeenM
	<b>WORK EXPERIENCE:</b>	<b>02.2014 – to the present</b> <u>Cabin stewardess</u> Cruise Company, LLC Infolot-Moscow, Russia Motor ship 'Vasilij Chapaev' <b>Duties:</b> complete cleaning tasks on assigned staterooms, ship areas and floors within the prescribed timeframe, supplying towels, new linens, toilet items, emptying trash bins, cleaning and replacing aslitrays, and disposing all the trash and waste materials from the hotel rooms.  <b>11.2010 – 11.2013</b> <u>Chambermaid</u> JSC Avrora, the President Hotel, Ufa, Russia <b>Duties:</b> complete cleaning tasks on assigned rooms, hotel areas and floors, ensure that service carts are properly stocked for the assigned floors; sweeping, mopping, and polishing floors using approved hotel cleaning tools; cleaning rugs, carpets, curtains, upholstery and drapery, using specified vacuum cleaners and shampooers.; restoring drapery positions and dusting window blinds. Reason for leaving: moving to another city  <b>09.2008 – 10.2010</b> <u>Private teacher of English</u> <b>Duties:</b> teaching English adults and children (grammar; listening; speaking; reading, translating) preparation for Unified State Examination (a grammar explanation, implementation of the Unified State Examinations tests), the help according to the school program, preparation for job interviews Reason for leaving: better paid job
3	<b>EDUCATION:</b>	BASHKIR STATE UNIVERSITY 2003-2008 Faculty of Foreign Languages
4	<b>LANGUAGE SKILLS:</b>	English – the Advanced level. German – the Pre-Intermediate level. Italian – the Elementary level. Russian – native
5	<b>COMPUTER SKILLS:</b>	Experienced user of Word, Excel, Internet, 1C 7.7, 1C 8.1.
6	<b>PERSONAL CHARACTERISTICS:</b>	Responsibility, commitment, resistance to stress, continuous improvement of the professional skills

# Personal Information, Contact Details, Desired Vacancy

## CURRICULUM VITAE

<b>NAME:</b>	MARIIA
<b>SURNAME:</b>	IVANOVA
<b>VACANCY DESIRED</b>	CABIN STEWARDESS
<b>DATE OF BIRTH:</b>	19.02.1986
<b>PLACE OF BIRTH:</b>	UFA
<b>MARITAL STATUS:</b>	SINGLE
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<b>E-MAIL:</b>	<a href="mailto:blonbeen@yandex.ru">blonbeen@yandex.ru</a>
<b>SKYPE:</b>	blonbeenM

# Work Experience

- WORK EXPERIENCE:** **02.2014 – to the present** Cabin stewardess  
Cruise Company, LLC Infoflot-Moscow, Russia  
Motor ship ‘Vasilij Chapaev’  
Duties: complete cleaning tasks on assigned staterooms, ship areas and floors within the prescribed timeframe, supplying towels, new linens, toilet items, emptying trash bins, cleaning and replacing ashtrays, and disposing all the trash and waste materials from the hotel rooms.
- 11.2010 – 11.2013** Chambermaid  
JSC Aurora, the President Hotel, Ufa, Russia  
Duties: complete cleaning tasks on assigned rooms, hotel areas and floors, ensure that service carts are properly stocked for the assigned floors; sweeping, mopping, and polishing floors using approved hotel cleaning tools; cleaning rugs, carpets, curtains, upholstery and drapery, using specified vacuum cleaners and shampooers,; restoring drapery positions and dusting window blinds.  
Reason for leaving: moving to another city
- 09.2008 – 10.2010** Private teacher of English  
Duties: teaching English adults and children (grammar; listening; speaking; reading, translating) preparation for Unified State Examination (a grammar explanation, implementation of the Unified State Examinations tests), the help according to the school program, preparation for job interviews  
Reason for leaving: better paid job

# Education and Training, Language Skills, Computer Skills, Personal Characteristic

<b>EDUCATION:</b>	BASHKIR STATE UNIVERSITY 2003-2008 Faculty of Foreign Languages
<b>LANGUAGE SKILLS:</b>	English – the Advanced level. German – the Pre-Intermediate level. Italian – the Elementary level. Russian – native
<b>COMPUTER SKILLS:</b>	Experienced user of Word, Excel, Internet, 1C 7.7, 1C 8.1.
<b>PERSONAL CHARACTERISTICS:</b>	Responsibility, commitment, resistance to stress, continuous improvement of the professional skills

# Check Your CV

- ❖ В описании текущей работы используйте глаголы в настоящем времени. Например: работаю, проектирую
- ❖ Соответственно при описании предыдущих мест работы используйте глаголы в прошедшем времени
- ❖ Избегайте длинных фраз и мудреных слов
- ❖ Четко выделите необходимые заголовки
- ❖ Проследите, чтобы Ваше резюме было оформлено в одном стиле, который легко читается (большие поля, не мелкий шрифт, достаточное расстояние между строками и т.д.)
- ❖ Очень важно уместить Ваше резюме на одной, максимум на двух страницах

# Basic Reference Letter Structure

1. Contact Information, greeting, salutation
2. Description of your position and responsibilities
3. Duration of your time at the company
4. Your abilities, qualifications, and contributions to the organization
5. Letter Closing
6. Signature, stamp

Olga Kuleshova  
Housekeeping Manager  
The President Hotel  
Ufa, Russia  
+7 905 345 81 23

1

To Whom it may concern,

2

I was initially impressed with Mariia Ivanova's enthusiasm, communication skills and professional demeanor when I hired her as a Chambermaid within the President Hotel. During the years Mariia reported to me she consistently demonstrated all of these qualities and more, and I heartily endorse her for any Chambermaid position.

3

4

Lidiya is reliable, dedicated and eternally upbeat. Her ability to calm angry or frustrated guests is unparalleled. Lidiya multitasks effectively and is able to handle a high-volume workload.

Of particular value to me as a Housekeeping Manager is Mariia's team player mind-set, ability to work with minimal supervision. I regularly received unsolicited praise from guests of our hotel commending Mariia's outstanding level of service, professionalism and follow-through.

5

Mariia is a hardworking, top-performing professional. She has my highest recommendation, and I am happy to furnish more details if you would like additional information.

6

Sincerely,

Olga Kuleshova ,

Housekeeping Manager of the President Hotel

Contact Information, greeting, salutation  
Description of your position and responsibilities  
Duration of your time at the company

Olga Kuleshova

Housekeeping Manager

The President Hotel

Ufa, Russia

+7 905 345 81 23

To Whom it may concern,

I was initially impressed with Mariia Ivanova's enthusiasm, communication skills and professional demeanor when I hired her as a Chambermaid within the President Hotel. During the years Mariia reported to me she consistently demonstrated all of these qualities and more, and I heartily endorse her for any Chambermaid position.



# Your abilities, qualifications, and contributions to the organization

Lidiya is reliable, dedicated and eternally upbeat. Her ability to calm angry or frustrated guests is unparalleled. Lidiya multitasks effectively and is able to handle a high-volume workload.

Of particular value to me as a Housekeeping Manager is Mariia's team player mind-set, ability to work with minimal supervision. I regularly received unsolicited praise from guests of our hotel commending Mariia's outstanding level of service, professionalism and follow-through.

# Letter Closing

## Signature, stamp

Mariia is a hardworking, top-performing professional. She has my highest recommendation, and I am happy to furnish more details if you would like additional information.

Sincerely,

Olga Kuleshova ,

Housekeeping Manager of the President Hotel

## Safety is everyone's responsibility

- Remember, that all accidents are preventable
- Work Safe and Live Well

