

Full name

Address Line 1 Address Line 2, City, State Zip
(212) 256-1414 - jane.smith@gmail.com

CAREER OBJECTIVE

Dedicated and professional receptionist
seeking a position in a hotel environment to

CORE COMPETENCIES

provide excellent customer service, manage
guest inquiries efficiently, and ensure a
welcoming experience for all visitors.
Committed to maintaining high standards of
hospitality and contributing to a smooth
operation of hotel services.

- Customer Service & Relations
- Detail Oriented and Organized
- Cost Efficiency and Streamlining
- Training and Delegating

PROFESSIONAL EXPERIENCE

ADDITIONAL SKILLS

Receptionist – [Hotel Name] – [Start Date] to
[End Date]

- Greeted guests and ensured a warm
and professional welcome.
- Managed check-ins, check-outs,
reservations, and room assignments.
- Handled guest inquiries, complaints,
and requests efficiently.
- Coordinated with housekeeping,
concierge, and other hotel
departments.

Front Desk Assistant – [Hotel Name] –
[Start Date] to [End Date]

- Assisted in managing phone calls,
emails, and booking confirmations.
- Maintained guest records and
managed billing processes.
- Supported hotel events and ensured
smooth daily operations.

EDUCATION

[Degree] – [Institution Name] – [Year of
Graduation]

