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Hospitality Group Training

Fact Sheet

Before you Apply

Make sure you are ready to apply for the job

Research the organisation, the position and job requirements before you apply.

- Duties and Responsibilities
- Required or recommended training
- Entrance qualifications
- Typical advancement opportunities
- Projected employment need
- Typical salary

Resume Review

Make sure your resume is up to date and contains all of the correct contact details:

- Address
- Email address
- Phone numbers (landline and mobile)

Make sure these details are included as a header on each page of your resume in case any pages are separated.

What NOT to put in your Resume:

- There is no longer a need to write an objective on your resume. If you applied, it's already obvious you want the job.
- Cut out all the irrelevant work experiences
- Take a pass on the personal stuff: marital status, religious preference etc
- Don't put anything on your resume that's irrelevant to the job you are applying for
- Don't include a less than professional email account. Make a new one. It takes minutes and it's free!
- Don't write anything that criticises a former employer

Give the RIGHT Impression!

Facebook

- Do you have a facebook account?
- Do you have privacy settings enabled?
- If not, do you have content on your page you would prefer a prospective employer not to see?
- Change your content or change your settings. Many recruiters are now checking potential candidates social media pages.