



Curriculum Vitae - SAMPLE

Personal Details

Name Sophie Johanna Taylor

Address 35 Rushams Road, Brighton, East Sussex, BN1 2JK

Tel 01273 123456 **Mobile** 07797 123456

DOB 06/01/78 **Visa No** WHA123456

Nationality British **Passport No** GB123456

Marital Status Single **Driving License** Yes

Education

1991 – 1996 Steyning Grammar School
Steyning, West Sussex BN14 4FT

GCSE Mathematics/English Language/Literature/Science
French/Spanish/History/ Drama
Business Studies/ Communication Studies

A Levels History
Drama and Theatre Studies

NVQ Tourism Studies

1996 – 1999 Roehampton Institute of Higher Education

Degree BA (Hons) Hotel and Catering

Subjects Note modules covered
Note relevant work experience undertaken as part of
course
Only give brief details!



Employment History

Oct 1997 – Sept 1998

The Richmond Cantina, Richmond, Surrey.

Position

Service Bar (Part time: Oct 97 – June 98)

Duties

Stocking up Bar. Preparing drinks to order for waiting Staff. Preparing Cocktails, Preparing coffees and serving desserts.

Position

Waitress / Relief Manager
(Full time: June 98 – October 98)

Duties

Setting up and breaking down restaurant. Using computerized till system. Customer Service.

Mangerial Duties:

Opening and closing restaurant, cashing off waiting staff. Preparing end of night till reports. Preparing rotas. Responsible for smooth running of restaurant during shift.

Reason for Leaving

To concentrate on final year at University.

July 1999 – Dec 2000

The Dome, Richmond, Surrey

Position

Waitress/Head Waitress

Duties

Setting up and breaking down restaurant. Using computerized till system. Customer Service.

Head Waitress