

FIRSTNAME LASTNAME

(Your address) Bangkok 10250, Thailand | 099-000-9999 | mrfirstname@gmail.com

OBJECTIVE

Energetic and passionate college student working towards a BBA in Hotel Management at Dusit Thani College. Aiming to use my knowledge of business management, food and beverage service and accommodation operations to become one of your team members and fulfill your hotel's goals.

EDUCATION

Dusit Thani College, Bangkok, 20xx - Present

Bachelor of Business Administration in Hotel Management

Expected Graduation: May 20xx

- ♦ GPA: x.xx
- ♦ Relevant Coursework – Culinary Arts, Food & Beverage Service, Wine Science, Front Office Operations, Housekeeping and Design and Maintenance of hotel properties

WORK EXPERIENCE

Receptionist at ABC Hotel, Bangkok, 20xx – 20xx

- ♦ Created a welcoming atmosphere for a mid-sized hostel
- ♦ Provided basic and accurate information in-person and via phone/email
- ♦ Kept the office clean and organized

EXTRA-CURRICULAR ACTIVITIES

- ♦ Member of 20xx
- ♦ President of 20xx

ACHIEVEMENTS AND AWARDS

- ♦ 1st award, 20xx
- ♦ 2nd award, 20xx

ADDITIONAL SKILLS

- ♦ Languages: Thai (native), English (fluent)
- ♦ Familiar with Microsoft Word, PowerPoint and Excel
- ♦ Basic Photoshop, Illustrator, and Dreamweaver skills

REFERENCES

1. **Ms. Jane Jamsai**, Head of Hotel Management, Dusit Thani College
Tel: 02-361-7811-3 ext. xxx Email: jane.jam@dtc.ac.th
2. **Mr. John Jaidee**, Instructor, Dusit Thani College
Tel: 02-361-7811-3 ext. xxx Email: john.jai@dtc.ac.th