[Full Name]

[Home address]

[Contact Number] • [Email Address]

**Personal Statement**

**Stick to no more than four sentences in this section of your CV.**

E.g.

“I am a professionally qualified chef with over 15 years’ experience. During this time I have worked in fine dining restaurants up to a 2 rosette standard and spent two years working for high society event caterers across Europe. I hold an up to date Level 3 Certificate in Food Hygiene, and am now looking for my first Head Chef role.”

**Work Experience**

**Try not to repeat yourself when you are bullet pointing each job. Mix it up, and try to think of different skills/styles of environment you’ve worked in. This should be brief and, as a general rule of thumb, focus on the last five years of your career, or last three roles, in chronological order with the most recent at the top. You should highlight your key achievements and use bullet points rather than lengthy descriptions.**

E.g.

October 2010 – Present

Senior Sous Chef, REED Restaurant, London, 3 rosettes

• Brief overview: [state any promotions you’ve had and your responsibilities e.g. staff training, recruitment, stock/cost control P&L, marketing strategy, managing suppliers etc.]

• Environment worked within: I worked in a [size of brigade/team] to produce [style of food] in a [establishment e.g. hotel/bar/restaurant] with [status e.g. Rosette, Michelin etc.]. Or I worked on [event/contract catering/food retail/production/New Product Development] with [result].

• Worked/managed [different sections/departments/teams e.g. F&B, events, reception, general/kitchen, corporate or leisure sales, revenue management etc.]

• Received a [include achievements e.g. Bib Gourmand/Rosette/Michelin/Trip Advisor score, increase in revenue etc.] for [reason]

 **Education**

**This is your chance to talk about your qualifications, academic and vocational. This is a particularly important section for those with little experience. You should give detail about what you studied, where and when, and list them in chronological order.

If you have many of one qualification, such as GCSEs or professional qualification e.g. HND in Hotel Management/NVQ Level 3 Professional Cookery etc. you might find it useful to group them together.**

E.g.

[University Name] [Date M/Y– Date M/Y]

[Degree Class] [Degree Name]

[College/School Name] [Date M/Y– Date M/Y]

A-levels:

• [Subject] – [Grade]

• [Subject] – [Grade]

• [Subject] – [Grade]

GCSEs:

• [Number] GCSEs, grades [range], including Maths and English

**Hobbies and Interests**

**If you are a chef, clients would expect to see that at least one of your hobbies relates to cooking or eating out.**

**If you work front of house it would be advised to include interests in different styles of restaurants or bars, give examples of your knowledge.**

E.g.

“I have a keen interest in craft beer and whisky, and have recently discovered The East London Liquor Company.”

**Make it relevant.**

**References**

References are available upon request.