

Joe Bloggs

[Joe@bloggs.com.au](mailto:Joe@bloggs.com.au)

0422 222 222

Dear Staffing Manager,

*Write a couple of short sentences answering why an employer should hire you..*

Life is all about enjoying time with friends and family and sharing a meal is a perfect excuse to get together socially. Quality customer service is a key part of this experience and something that I take seriously and want to be part of.

*Now a paragraph about you..*

I am currently studying a Certificate IV in Hospitality and Certificate IV in Leadership and Management, and I want to be part of your food and beverage team. I am a quick learner and embrace the challenge of hard work. My warm and friendly personality makes me very approachable and easy to work with, a skill that is hard to learn and crucial to this industry.

*Finish with a couple of short sentences..*

I would love the opportunity to put these skills in to practise and demonstrate how I can fit as a valuable member of your team. I am more than happy to offer my time for a trial and look forward to hearing from you.

Regards,

Joe Bloggs

### Availability

Monday day and night, Thursday- Sunday  
day and night.  
Australian Driver's License

▶ Joe Blogg

123 Black Street, Melbourne, 3000  
Phone: [Type your phone number]  
E-mail: [Type your e-mail address]  
LinkedIn: Insert hyperlink to your linked in

## Overview

I am looking to obtain casual or part-time work in a café or bar in Inner Melbourne. I have had experience in the hospitality industry and really enjoy the fast paced nature of the industry. I am quick learner and will show commitment to any role I undertake. I am currently at university studying business; however, I have a lot of time available to work outside these hours.

## Qualifications

### **SIT40416 Certificate IV Hospitality – Serve It Up Hospitality Training** (Still completing)

- ▶ Bar, cocktails, beer pouring, basic coffee making, full sequence of service, tray service, customer service, teamwork, 3 plate carry and simulated services.

### **BSB42015 Certificate IV Leadership & Management – Serve It Up Hospitality Training** (Still completing)

- ▶ Financial reconciliation, sales, leadership, stocktake, team management, conflict and complaint resolution, cash handling and shift reconciliation.

**Current Victorian RSA** – Responsible Service of alcohol

**Current Victorian RSF** – Responsible Service of food

**Level 2 First Aid**

### **Degree in Business - RMIT** (Still completing)

- ▶ Majoring in human resources management

## Experience

**Bobs Burgers** (F&B attendant), 123 Black Street Melbourne

Dec 2016 – June 2017

- ▶ Table and counter service, cash handling, POS (ordermate), end of shift reconciliation, open and close of the venue

**Pub School** (F&B attendant), 62 Little Latrobe Street Melbourne

([Type the start date] –Current)

- ▶ Service of a 3 course set menu, bar, coffee, tray service, 3 plate carry and clear, order taking and using cover numbers.

## **Skills**

- Food and beverage service (3 plate carry and 3 plate clear)
- Full sequence of service
- Tray service
- Bar skills – mixed drinks, basic speed pouring, range of traditional cocktails
- Basic coffee making
- End of shift reconciliation
- Open and close of venue including full pack down of all F.O.H areas

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## References *(ensure your references are aware)*

Bobs Burgers

Full Name and title

mobile number

Serve It Up

Trainers name and title (Trainer and Assessor)

9662 4904



Victorian Commission for  
Gambling and Liquor Regulation

Certificate No: siu0170781

# Certificate of Completion

This is to certify that

Joe Bloggs

has completed to satisfaction the

**Responsible Service of Alcohol Program**

(initial training)

approved by the

Victorian Commission for Gambling and Liquor Regulation

08 June 2017

A handwritten signature in black ink, reading "Catherine Myers".

Catherine Myers  
Chief Executive Officer







Serve It Up Training Pty Ltd  
Provider No. 22542

# Responsible Service of Alcohol

## STATEMENT OF ATTAINMENT

A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units

*This is a statement that*

*Joe Bloggs*

has successfully achieved competency in the following units:

Unit Code	Unit Name	Date Commenced	Date Competent	Result
SITHFAB002	Provide responsible service of alcohol	08.06.2017	09.06.2017	C

Date Issued: 09.06.2017

Certificate No: 03447

Amy Hickman  
Chief Executive Officer

Serve It Up  
Call: 1300 555 748  
Email: [info@serveitup.com.au](mailto:info@serveitup.com.au)  
Web: [www.serveitup.com.au](http://www.serveitup.com.au)  
Issued under the authority of the  
Victorian Registration and Qualifications Authority.  
The authenticity of this certificate can be verified free of charge by  
contacting Serve It Up on 1300 555 748.

Key to results:  
C = Competent  
CT = Credit Transfer  
RPL = Recognition of Prior Learning  
GP = Gap Assessment



NATIONALLY RECOGNISED  
TRAINING



Victorian Registration &  
Qualifications Authority



Serve It Up Training Pty Ltd  
Provider No. 22542

## Responsible Service of Food

### STATEMENT OF ATTAINMENT

A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units

*This is a statement that*

*Joe Bloggs*

has successfully achieved competency in the following units:

Unit Code	Unit Name	Date Commenced	Date Competent	Result
SITXFSA001	Use hygienic practices for food safety	07.06.2017	08.06.2017	C

Date Issued: 08.06.2017

Certificate No: 03448

Amy Hickman  
Chief Executive Officer

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