



Tailoring Your CV

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There's no such thing as a CV that is appropriate for every job. Successful applicants tailor their CV for each role they apply for. We suggest you have a standard CV and adapt it for each job



How Do I Tailor My CV?

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To tailor your CV, find the Job Description for the role you are applying for and highlight the key words in the Job Description

Ask yourself three questions...

**What will I
be doing
in this job?**

**What
experience is
the employer
looking for?**

**What skills &
competencies is
the employer
looking for?**



Highlighting Key Words

The logo for Centre Point, featuring the words "centre" and "point" stacked vertically in a white, sans-serif font, centered within a solid orange circle.

Job Description: Doorman

We treat our people like family and our guests like royalty!

The Role

Located in a beautiful country setting with over 200 bedrooms including 30 opulent suites, the hotel will also feature indulgent dining experiences, elegant event spaces and a unique wellness focused destination with extensive spa and fitness facilities.

We have an exciting opportunity for a Doorman dedicated in turning moments into memories for our guests.

First impressions are everything. Providing engaging, sincere, personalized service is one of the ways our Doormen are turning moments into memories for our guests. A smile and a helping hand is what our guests will experience as you personally greet them on arrival and assist them at departure. Providing luggage and door assistance, valet parking, and an effective and engaging communication with guests and colleagues whilst maintaining a tidy hotel entrance is what we expect from our Doorman. As a Doorman, your energy and personality along with your knowledge of the hotel services and the local area will create a lasting memory for our guests.

What we are looking for:

- Experience in a luxury hospitality environment preferred
- Full UK driving licence required
- Proficiency in English (verbal and written), second language an asset
- A passion for high quality guest service with attention to details and ability to multitask
- Frequent standing and walking throughout the shift are expected, as well as occasional kneeling, pushing, pulling, ascending or descending stairs and ramps, occasional lifting and carrying up to 35kgs
- Ability to work in any kind of weather when covering the door or assisting guests

Apply now to be our new Doorman today!

Presenting Your Experience

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It can be daunting to prepare a CV for the first time, but remember it's less about what is right or wrong, and more about *HOW* you present your experience

See how two applicants, with very different roles, demonstrate their passion for customer service

Applicant 1: Works at a large pub

'It is essential that I build positive relationships with all colleagues. I have to adapt my style to work with different people. Our organisation encourages us to put the customer first, and when we do this it helps us all get on and work well together.'

Applicant 2: Works at a coffee stall

'I am often the only member of staff at the stall. This means it is essential that I turn up on time so I can be ready to serve our customers who are on their way to work. I make sure I leave home with plenty of time so I am there to serve our customers.'

Resources

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See how successful applicants have tailored their CVs & Cover Letters



**Tailored CV
Examples**

5 minute read



**Tailored Cover
Letter Examples**

5 minute read



How to tailor a CV

5 minute watch



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For more information contact

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