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|  | ForenameSurname Current Job Role |
| Personal information  |  |  | | --- | --- | |  | emailaddress @email.com | |  | Home Number Mobile Number | |  | Address Line 1 Address Line 2 Home Town County Post Code |  Personal profile ***Example:***  I am a dedicated sous chef with four years’ experience in this position. I am looking to step up into a challenging head chef role that will enable me to shape an excellent gastro pub menu. I love using seasonal products to create delicious and beautiful dishes, and enjoy leading a team that’s always ready to deliver a smooth service. | Employment history  * Job title, name of employer, location, month and year started – present (or month and year that you left). * Briefly list the duties you had, and skills you learned while working here. Choose skills or qualities that the employer has listed in their job description.   ***Example***:   * Sous Chef, Morston Hall, North Norfolk, June 2016 – present * Responsible for assisting the head chef in all areas  of running this Michelin Star fine dining restaurant. * Duties include running the pass during service, stock orders, food storage and preparation, training chefs on sections, supporting apprentices, and helping to create specials and new menu items.   ***What jobs should you include?***   * You should include all of your previous roles in kitchens,  which are relevant to this job application, and briefly outline  your responsibilities in each one. You will likely put the most detail in your most recent jobs as these are the most relevant. * Most potential employers will know what it means to be a chef de partie in a restaurant, so use the job description to guide you on which parts to include. This is your chance to highlight the skills that they’re looking for, using your previous jobs to provide examples. Try not to be too repetitive, for example you don’t need to say that you’ve improved your knife skills in each chef role you’ve ever done. Try to be concise, giving only the best examples for each skill and role.  Education  * Name of course or qualification, name of training centre  or education centre, dates you were in attendance or you completed the course. * Explain briefly the training certificate relevant to the job you are applying to. What did you learn that is relevant to the job?   ***Example***:   * Professional Cookery Level 3 NVQ Diploma, Havering College, September 2006 – May 2008 * Learned the basics of cooking theory, knife skills, presentation, pastry and baking, sauces, making terrines, advanced butchery techniques and  fine-dining desserts.   ***Courses or certificates in things like food safety, COSHH (Control of Substances Hazardous to Health) and first aid should also be included here.*** Skills ***Example***:   * Leadership and problem-solving skills – ‘Through running the pass and managing the kitchen when the head chef was off or unavailable, I have improved my ability to lead the kitchen team. By learning how to delegate tasks, assess where my help was needed the most and deal with problems that arose during  the day I enabled good services. I found leading by example  and encouraging questions is a good way to get the most out  of junior chefs.’ * Communication – ‘I have learned how to communicate effectively with the front of house manager and team. This  is especially important when it came to explaining new menu items, and understanding the dietary and allergy needs of customers. Being able to do this in the heat of the moment during service is important to not disrupt the rest of the orders.’ * Organisation – ‘Being responsible for stock takes and health  and safety paperwork has helped me to improve my organisation. I realised that these tasks are just as important  as good cooking, and essential to running a successful kitchen.’  References  * First Name, Surname and Job Title * Relation to you in the work place (if it isn’t obvious  from the job title), work contact number (or main company phone number which they can be reached through) and work email address.   ***Example***:   * Jane Smith, Head Chef, Morston Hall * 07888 888888 * janesmith@email.com   ***Who should you include as a reference?***   * The first reference should ideally be from your most recent  head chef or executive chef. The second reference can be  from a manager or chef from a previous job. * It’s best practice to ask someone if they will be a reference for you before they are contacted. Be aware that not all employers actually contact references, particularly at this level in hospitality, but it’s important to have them available if needed. * It’s important to remember that while you are in your current job, consider that you may not want your reference (e.g. your current head chef/boss) to be contacted until you have had an interview for a new possible job, or are actually offered it. This is because, for instance, if you weren’t offered the new job, and end up staying in your current job then you might not want your manager having been contacted as a reference. It can cause tension or awkward conversations about why you were trying  to leave. A good way to get around this is to simply write ‘References available on request’. This shows the new employer that they can ask you for them as needed, but also means you can ask them to only contact them if you are offered the job,  and then have time to ask the reference if it’s okay for them  to be contacted. Most potential employers will be happy to  wait to do this after offering you the job, and understand the reasons why. |