

# 个人简历

## PERSONAL RESUME

向 辉

Xiang Hui

求职意向：大堂经理

Job Intention: Lobby manager

地址：重庆渝北

电话：12345678901

邮箱：123456789@qq.com

Address: Chongqing Yubei

Phone: 12345678901

Mailbox: 123456789@qq.com



# XiangHui

Job Intention: Lobby manager

Date of birth: 2005.10.1

Phone: 12345678901

Address: Chongqing

Mailbox: 123456789@qq.com



## Educational background

2020.09-2023.06

**Chongqing Institute of Industrial Technology**

**Hotel management**

**Junior college education**

**Major Courses:** Modern hotel management, Hotel Human Resource Management, Tourism Hotel Data Analysis, Hotel workplace English, Hotel digital marketing

## Internship experience

2022.11-2023.03

**Hilton Chongqing Hotel**

**Hotel Lobby Inter**

- Be responsible for the daily reception and provide the best service to the guests in accordance with the working standards and service procedures established by the hotel.
- Handle guest complaints and assist relevant functional departments to deal with all kinds of emergencies in the hotel.
- Complete other tasks assigned by superior leaders, and be highly recognized by superior leaders and colleagues and awarded the title of "Excellent Intern" during internship.

## Social Practice

2020.10-2022.10

★ **Young Volunteers Association of Chongqing Institute of Industry and Technology volunteer**

During the epidemic, temperature measurement, order maintenance, epidemic prevention propaganda and awareness of epidemic prevention were promoted.

★ **Student Union President**

Follow up the process of activities, manage and formulate the work plan of the Student Union.

## Certificate

- General Class II, Grade A
- Computer II
- CET-4 Certificate in English

## Self-evaluation

Attention to detail, strong leadership, organization and team spirit, I am responsible for my work, active and progressive, calm and steady, with a progressive and serious attitude towards my work, strong responsibility, sincere, careful, optimistic and stable. Have a strong logical way of thinking, have a good image and temperament, healthy body and optimistic spirit.

# Letter of job application

Nov. 27, 2023

Dear Leader,

Hello!

My name is Xiang Hui. I am a student of hotel management in Chongqing Industry Polytechnic College.

First of all, I sincerely thank you for visiting my application letter in your busy schedule. It will be a great encouragement for a student who is about to leave the school. This is a job application letter, and it contains a sincere heart, for this, I sincerely expect you to read this job application letter!

With strict education of teachers and friends and personal efforts, I systematically mastered the relevant theories. I believe that I have the following advantages to be able to meet the professional needs of the position of lobby manager. During the school I learned professional knowledge diligently, and for its enthusiasm and energy, actively participate in training practice and achieve a certain degree of success. Through the internship accumulated a wealth of work experience, can skillfully deal with the guests during the hotel during the various problems encountered.

As the president of the student union in university, I was able to handle interpersonal relations well, and was diligent, conscientious and responsible in his work organized in his work. I learned how to get along with people, exercised the ability of organization and communication and coordination, and cultivated the idea of enduring hardship, willing to contribute, caring for the collective and seeking progress pragmatically.

I hope your company can give me a development platform, I will cherish it, and go all out to achieve their own life value and strive for the development of your company to contribute my strength. Finally, I wish your company a prosperous career and a bright future.

Yours Sincerely  
XiangHui

期待您的回复

Looking forward to your reply