

Sample of Resume – Industries and Jobs (Tourism)

Job Title: Tour Guide

Name: Chan Tai Man

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INTRODUCTION

As a fresh graduate of Tourism and Hospitality (Airline Service), I have travelled many countries around the world. I am familiar with the cultural, history and scenic spots of different places. I am energetic with strong communication skills. I devoted to work in a well-established travel company and am able to report duty with immediate effect.

WORK EXPERIENCE

10/2020 – now

Travel blogger (freelance) –Hong Kong Travel Blog

- To write travelling articles
- To communicate with clients and provide editing service

5/2020– 8/2020

Internship – Hong Kong Travel Company

- To assist in organizing travel tours
- To assist in customer service work (including handling inquiries about tours, payment of tour fees, etc.)

EDUCATION

9/2018 – 8/2019

Hong Kong Metropolitan University, Li Ka Shing School of Professional and Continuing Education (LiPACE) -

Diploma Yi Jin in Tourism and Hospitality (Airline Service)

9/2012 – 8/2018

Hong Kong Secondary School

HKDSE: Chinese Language 2, English Language 2, Mathematics 1, Liberal Studies 2, Tourism and Hospitality Studies 2

PERSOANL SKILLS

- A valid certificate of First Aid approved by the Travel Industry Council of Hong Kong and Tour Guide Pass issued by the Travel Industry Council of Hong Kong
- Fluent in Cantonese, Mandarin and English
- Proficiency in the application of common business software (including MS Word, Excel & PowerPoint)