

**Checklist of items to provide**

- Current resume \*
- TOP Hoteliers Candidate Profile
- TOP Hoteliers Chef Info (if applicable)
- Press clippings
- Reference letters & Certificates (education, affiliations, awards, etc) limited to 5

Resumes should be sent in Word without borderlines. Pictures in JPG format. No PDF please.

**\* Please ensure your resume contains the following information without exceeding 4 pages.**

Career Objective

- 1 paragraph only.

Career History (Starting with your current/last position)

Minimum information needed for all position or at least the last 5 positions.

- Company name.
- Location: city & country.
- Starting and ending date (month & year).
- Position Title.
- Website if available.
- For hotels some details such as: Rating, type of property (resort, boutique, etc.), number of rooms and F&B outlets, total area (surface) of meeting space, alliances or consortiums (LHW, SLH, Worldhotels, etc.).
- For restaurants some details such as: Rating, type of cuisine served, number of seats, private rooms if any, alliances or consortiums (Relais & Chateaux, etc.).
- For Sales & Marketing: Geographic market areas you worked in, Types of markets you worked in.
- Number of staff in your department reporting to you.
- Briefly: your duties/responsibilities/achievements.
- Reporting to whom?
- Company accolades/awards during your working period
- Any specific events such as (pre-) opening, renovation, rebranding, or major event held at the hotel like hosting Olympics, G8 summit etc.

Education & Training

- Institute.
- Location: city & country.
- Starting and ending date (month & year).
- Degree obtained.

**“A trusted name in Asian Hospitality – The first agency in China, since 2004”**

Website: [www.tophoteliers.com](http://www.tophoteliers.com)

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