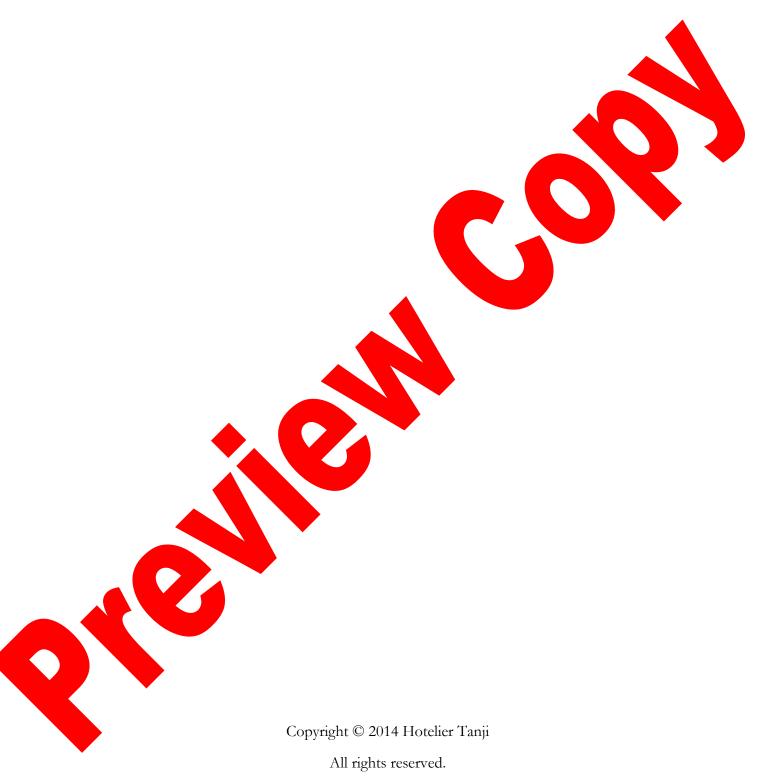


Learn Secrets to Get Jobs in Hotel, Restaurant & Cruise Industry

Hotelier Tanji

Owner www.hospitality-school.com



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Hospitality Industry – An Introduction



Turismy Hospital y Industry at a Glance

those where interested towards the professional development and education is courist and hospitality, then you are on the right path to pick up a career in the diverse and post exciting international industries and feel lucky for taking such proactive st

The following hospitality is very well-established and it provides the most interesting and street functions in world. All through the downturns and upturns, the AH&LA (American Hotel & Lodging Association) has been representing all the stakeholders and sectors in lodging industry as the only national organization. All the members and professionals in this field receive a number of benefits which are proved to be very helpful

in running their businesses effectively. There are also an entirely separate set of the benefits which are uniquely designed for the students of hospitality. The Educational Foundation approximately funds \$1.3 million for the academic scholarships, school-to-career, research grants and other workforce development programs. Educational Institute of the U.S. also provides distance learning programs, videos, DVDs for the training purposes along with the certification in this industry. It serves as an important and major source of the textbooks and curriculum throughout the world.

A Brief Overview on Tourism Industry tistics in US

In U.S., the tourism industry currently is the regest retail industry among the largest employers of America. Travel and Tourish the biggest service industry of the nation. The international travelers and reddents in the U.S. apply that ly \$27,125 every second, \$1.6 million in a minute 6 million every hour all total \$2.3 billion every day. There are a lot more than 1515 00 of the lodging process in U.S. totaling around 4.9 million rooms. Just as these roper the industry approximately employs 1.8 million sincere workers are a ectly supports around million of the jobs on various levels. With an extrem veverwhening majorit of the positions easily available outside the hotels itsel would p we be ap shortage of the diverse jobs that are needed to be filled. To e is a great opportunity or switching the categories of your career often within the company rather than just being pigeonholed in the same area throughout your whole The endoment which is generated by the travel directly has nearly grown to 30 rcent notes 10 years. This rate is almost one and a half times faster as compared with most of the other atries. However, with the limited growth, a conservative estimate shows that 3000 or more fresh employees will be required in the hotel industry by the vear 201

In plance & Career Opportunities

Wide range of interesting opportunities is offered by the hotel industry from marketing to management, advertising to operations, and almost everything in between. This industry

Finding the Job





Introduction

Now we are to the manipulate stage. Finding & wining job that we want. Getting a job in hospically industry a neither as much difficult nor too competitive as it is in most of the oversector. It it does feed some special strategies & techniques to follow. Here in this enapter I will asscuss some top secret strategies which can really help you to win the job. If you still do not get top oerfect job then be relax and pay your deep attention. After finishing reading this chapter you should realize that jobs are very much available. It is your duty to act smartly and manage the perfect one. Don't you believe? Keep reading...



Jumber "1" Mistake:

Number one mistake most job seekers do is that they rely heavily on internet. Being an owner of a website like www.hospitality-school.com, I am saying this. Many job seekers have the

★ Body of the Email: Here is a sample:

Dear Ms. Fernandez:

I am writing to apply for the position of "Guest Relation Officer" which was posted on your website. I have attached my cover letter and resume for your review and I believe that you will find that my qualifications meet all of your requirements. If you have any questions Please contact me at (123) 111-1111 or at hotelierjohnny@gmail.com. I are looking forward to hearing from you about scheduling an interview.

Sincerely,
Johnny Williamson

This is just a sample template. You should we your own words here.

Expert Advice: If you don't know to who bu are writing then your y write: Dear Hiring Manager.

* Attachment: Read and tutorial to learn how to attach files in Gmail: https://support.google.com/mail/ to learn how to attach files in Gmail: https://support.google.com/mail/ to learn how to attach files in Gmail: https://support.google.com/mail/ to learn how to attach files in Gmail: https://support.google.com/mail/ to learn how to attach files in Gmail: https://support.google.com/mail/ to learn how to attach PDF version of your cover letter and received a documency rsion (like doc or docx or rtf) as it gets disorganized to der course.

Pin Word

So deal leaders, be leve by the time you have got a very good overview on different job having strature. I wilking claim that if you follow everything written there then you will most certainly get a leavable job IMMEDIATELY. That is impossible because it depends on your previous chan ication, accomplishment etc. No one can give you hundred percent guaranteed formules to secure a job. But my core objective was to make you well-versed about different job strategies that smart job hunter use so that you can use all those tools to accelere your job hunting process. Don't be frustrated even after following everything. Among thousands of my reader of this book, some may get job straight away and for some it may take a little bit time. There is no overnight success formula. But yes if you could continue following my tips very soon you should find a reason to smile.

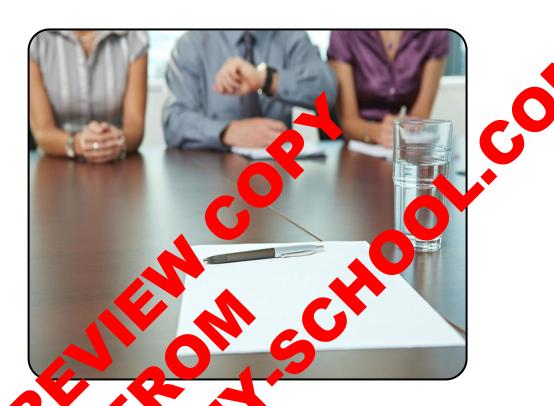
Preparing Resume & Cover Letter



rodustion

all know, p. paring usume & cover letter is one of the most critical steps in job searching, but many of the job cekers don't even care to give some extra concern on it. Let me ask you something. Do can how most of the time employers don't have enough time and interest to go through we details of each resume? They just scan and take decision within 30 seconds to pick a each resume for next selection. So, as you see, your resume is your biggest advertising tool just like a TV commercial where you want to sell yourself to the employer. A well prepared resume presents a nice impression to your employer as well as it gives a competitive advantage on other job seekers.

Winning the Interview



Int duction:

Inter 6 w is the very last Job hypting rage. It is a very important step that causes serious level corrern art authory among to seekers. Most job seeker believes this is a one way road othere only in reviewers have the right to do all the stuffs and finally take the ultimate decision. But it is a wong perception. As a prospective candidate you have also the right to decide whether the imployer is good or bad, will you work there or not, does the job match with your operation or not, even you can ask question to the interviewer as she or he does with your the prime goal of an interviewer is not to know what you have known in your entire life. In fact that is impossible to understand in a few minutes session. What he or she tries to know is that whether the skills and knowledge you have gained so far, matches with their expectation and is sufficient enough for the offered job or not. Also the interviewer likes to see

partners from different parts of the world. That time our internet connection was totally down and our technicians were working to recover the situation. So, after hearing the problem I just requested him to wait for few minutes and then I rushed on one of my supervisor, told him the situation and finally requested him to give his internet Modem which has active internet connection. By installing that modem into that client computer I solved the problem. It took around 3 hours to fix our hotel's internet connection. So if I would not take that action my client can't arrange the meeting.

What are your maj weaknesses?

- This is a tricky question and you have to handle it diplomatical. There are 2 ways to approach this question. At file are with a classical approach, mention those which are not your weaknesses by strengths! For example:
 - **A.** My friends very treall right at I am a perfectionist. I can't stop working unless I find every treall right
 - **B.** I can control my or if some te behave unprofessionally with my guest or don't gain is 100 percent. I hate tube a part of a team of unprofessional lazy members.
 - I am very strict on base visues like punctuality, hygiene, sanitation. Grooming, safety new erismet
- lf you continged in that previous way, interviewer may be disturbed. So you have to be contained but tricky as well. Right after mentioning those points (which are in fact you strengths), you should mention some of your real weaknesses which are not you major weak sides but can easily be overcome. For instance:
 - **A.** I wish I could know some other languages like French, Spanish or Arabic or Chinese that would help me more to communicate with some of our foreign guests.



General Interview Guideline

(Do's & Don'ts of an Interview)

- **1.** Check your grooming before entering the room.
- **2.** Switch off your cell phone or keep it in silent mode.
- **3.** Wear professional looking well ironed formal dresses.
- **4.** Try to be natural & confident.
- **5.** Maintain good eye contact & show zeal to hear at interviewer is discuss g.
- 6. Body movement should be natural but presional but must not be resorted
- **7.** Stand & sit down straight while sitting lown. Don't cross your arm Keep your hands on the leg.
- **8.** Speak clearly with clear, pleasant vace.
- **9.** Never talk too fast or too s
- **10.** Don't underestimate of erviewer Don't try to more him or her fool by bogus claims. Try to give tramples on its r claims to that no one can get the chance to challenge you.
- 11. Show your so testy by the too much that may give the impression that you are oiling. We've remarker excess to use of anything is dangerous.
- As you are a homan being you cannot know everything. Even interviewer will not expect that Say **SORRY** have a are unable to answer any question. You should not take too hom time to another answer. Don't get disappointed for not being able to answer everythin. Remember interviewer will closely monitor your activities at that point. This will give you an idea about how do you approach in precarious or faile **Contraction*.
- **13.** Most apportantly try to be a good listener. This will really help you to understand use of the questions clearly and at the same time give you some extra **VALUABLE** econds to think and organize your answer.
- **14.** Answer each question directly and clearly. Don't take too much time to answer. Most of the questions in the interview can be answered in 30 to 60 seconds.

particular job. Most often when people get rejected from interviews one after one they start thinking negatively about their skills and abilities. From now on, if you don't get successful in interviews then try to think in this logical order:



YES I KNOW, VERY SOON I WILL GET MY DREAM JOB! 😀

Our Current Training Manuals

- ★ Food & Beverage Service Training Manual with 225 SOP
- ★ Hotel Front Office Training Manual with 231 SOP
- ★ Hotel Housekeeping Training Manual with 150
- ★ 170 Hotel Managemer Taning Tutorials
- ★ Professional Waiter Training Manual ...th. 101 SOP
- * Hospitality Caper Opportunities: 1927 Secrets to Get Job in the el, Restaurant Caraise Industry

Our Com Tracing Manuals

- Susings English for Hotel & Fourism Industry
- Effect. Guest Complaint Handling Techniques in Ho el & Rataurant
- * retel Roon Service Training Manual

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--- THE END ---