**名前　苗字**

Email: （アドレスをここに）

 Phone: （電話番号をここに）

Address: （住所をここに, QLD 4000）

**Profile**

I am a Japanese who is searching for a full-time, part-time, or casual work in the hospitality industry.

I have worked a full-time job as a （経験職明記　例：salesperson）

I speak English fluently and have the high grade of an English proficiency test called TOEIC.

**Availability**

 Five days a week (any days including Saturday and Sunday), Any time

 Working Holiday visa until 00/00/00（ビザの有効期限）

**Work experience**

**Worked a full-time job as （職種 例：salesperson）**

（会社名）

(就労期間)

* 職務内容と成果の欄
* Achieved almost all of the assigned quota to sell products.
* Demonstrating new products in trade shows or in retail stores.
* Taking inventory, putting many products in order and keeping them clean.
* Calculating cost-benefit and selling products effectively.
* Explaining products in a way that customers come to like them and ask for them.

**Work experience**

**Worked a full-time job as （職種 例：salesperson）**

（会社名）

(就労期間)

* 職務内容と成果の欄
* Achieved almost all of the assigned quota to sell products.
* Demonstrating new products in trade shows or in retail stores.
* Taking inventory, putting many products in order and keeping them clean.
* Calculating cost-benefit and selling products effectively.
* Explaining products in a way that customers come to like them and ask for them.

**Key Skills / Interests**

* 資格と趣味の羅列
* Driver’s license
* RSA certificate, Barista basic certificate

**Education**

Graduated from the 最終学歴

Dear Sir or Madam

I would like to work at your company by giving very best service I can to customers. Please find attached my resume.

I started my career as a（最初の職業　例：waiter）. It was busy, however, I learned basics of treating customers and responsibilities for a job.

（

その他、職歴アピール欄

）

Finally, I have more than （働いた年数 例：a year of working） as a （関連職種） in a company, that is （どんな会社か　例：the largest in the field in Japan and the second largest all over the world）, where I learned ways to sell products and experienced a variety of situations.

I believe I will be able to fulfill my duties.

I can be contacted by telephone/SMS on （電話番号） or by email at （メールアドレス）　and am available for interview at any time.

References are available upon request.

Thank you in advance for considering me for this position and I look forward to hearing from you in the near future.

Yours faithfully

名前　苗字