

The Hospitality Resume Checklist



A Recruiter-Aligned Final Review
Before You Apply



Built for hospitality professionals
across hotels, resorts, restaurants,
and service businesses.



Operational
Clarity



Leadership
Impact



Measurable
Achievements



Recruiter
Alignment

Resume Structure Review

Core Resume Structure

Before applying, confirm your resume includes:

- Professional executive summary
- Department-specific competencies
- ATS-friendly formatting
- Consistent typography and spacing
- Updated contact information
- Professional email address
- Proper PDF formatting before sharing

Professional Summary Check

Your summary should clearly mention:

- Years of experience
- Department specialization
- Property or operational scale
- 2-3 operational strengths
- Brand exposure (if relevant)

ATS & Systems Review

ATS Optimization Checklist

- Standard section headings used
- No graphic skill bars
- No excessive icons or design elements
- Keywords written in plain text
- Resume saved as PDF
- Resume readable on mobile devices

Systems & Software Review

Only include systems genuinely used.

Examples:

- Opera PMS
- IDS Next
- Micros POS
- SAP
- HotSOS

Software Checklist

- PMS systems included
- POS/software exposure mentioned
- Department-relevant systems listed
- No fake or inflated software claims

Operational Credibility Check

Recruiters Look for Operational Scale

Ensure your resume includes:

- Room inventory handled
- Outlet count managed
- Team size supervised
- Revenue or cost exposure
- Occupancy / GSS / RevPAR metrics
- Audit scores or compliance exposure
- SOP or process implementation

Achievement Checklist

- Strong action verbs used
- Quantifiable impact included
- Operational outcomes highlighted
- Leadership exposure visible

Achievement Quality Review

Replace generic duties with measurable achievements.

- "Responsible for front office operations"
- "Managed front office operations for a 220-room upscale hotel while maintaining ADR and guest satisfaction targets."

Professional Presentation Review

Professional Presentation Review

Before sending your resume:

- File name is professional
FirstName-LastName-Role-Resume.pdf
- LinkedIn profile is updated
- Resume is shared as PDF (not photo/screenshots)
- Formatting is consistent throughout
- Dates and experience timeline are accurate
- No spelling or grammar issues
- Resume length is appropriate
 - 2 pages for mid-level
 - Maximum 3 pages for senior leadership

Professional Communication

- Recruiter communication is professional
- No casual LinkedIn/job-post interactions
- Follow-ups are respectful and concise
- Resume shared with context/message



Ready to Present Your Experience More Professionally?

Download more hospitality career resources at:
hrorion.com

Or connect with HRorion for:
Recruiter-Aligned Resume Enhancement
Professional hospitality resume enhancement services
available starting at ₹1,499.