

Hospitality Career Cheat Sheet (A1+ → A2-)

1. Start with Entry-Level Jobs

Jobs to try:

- Receptionist
- Waiter / Waitress
- Housekeeping
- Front desk assistant

What you learn:

- Greeting guests politely
- Cleaning rooms
- Taking orders
- Teamwork

Why it matters:

- Teaches basics of hospitality
 - Prepares you for bigger responsibilities
 - Managers notice hardworking employees
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2. Gain Experience & Skills

Key skills:

- Helping guests
- Speaking politely
- Problem-solving
- Teamwork
- Patience and friendliness

Tips:

- Practice every task carefully
- Ask questions if unsure
- Always do your best

Benefit:

- Experience helps you grow faster

- Opens chances for promotions
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3. Move Up in Your Career

Career path:

1. Supervisor → small team
2. Manager → department
3. Director → bigger parts of hotel
4. Top positions → General Manager / Regional Manager

How to succeed:

- Work hard
- Learn new things
- Be professional and polite
- Show dedication

Remember:

- Promotion takes time
 - Step by step, you can reach the top
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4. Keep Learning & Build Soft Skills

What to do:

- Learn new languages or technology
- Improve guest services

Important soft skills:

- Speaking and listening
- Leadership
- Problem-solving
- Friendliness and patience

Why it matters:

- Managers trust you more
- You grow faster in your career
- Guests have a better experience

5. Passion, Professionalism & People Skills

Passion:

- Love helping people
- Enjoy making guests happy

Professionalism:

- Be polite, responsible, and reliable

People skills:

- Speak kindly
- Listen carefully
- Understand guests

Why it matters:

- Guests notice care and attention
- Combines with experience → successful career
- Helps you become a respected hospitality professional

☒ **Tip:** Keep this cheat sheet for daily reference. Focus on **learning skills, being polite, and practicing tasks** every day.
