



SALEM STATE UNIVERSITY
CAREER SERVICES

Hospitality Management

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University Management home page. Here you will find program information, degree options, course listings, events information and much more:

https://catalog.salemstate.edu/preview_program.php?catoid=38&poid=4379

WHAT CAN I DO WITH MY MAJOR?

Are you a Hospitality Management major or are you considering Hospitality Management as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site:

<https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for Hospitality Management professionals. Stay up to date with industry trends, connect with fellow Hospitality Management professionals and utilize resources for job searching:

[American Management Association](#)

[National Management Association](#)

[Society for Human Resource Management](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It’s also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand a “day in the life” of a professional.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsw.org/>

SAMPLE RESUME

Holly Hotel

50 Pond Street, Salem, MA 01970 | 978-555-5555 | hollyhotel@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Science, Business Administration

May 20XX

Concentration: Hospitality Management

GPA: 3.6

Relevant Coursework: Conflict Resolution and Negotiation Skills for Managers, Employee Training and Development in the Hospitality industry, Leadership in Management, Meetings, Conferences and Conventions, Hotel Operations Management, Hospitality Finance and Development

RELEVANT EXPERIENCE

VIRTUAL INC., Wakefield, MA

Events Coordinator Intern

20XX - Present

- Assist with planning and managing logistics of meetings, conferences and events, including trade events
- Work with vendors to plan catering, audio/visual, giveaways, entertainment, photography, travel, hotel accommodations, etc. to ensure high quality events that are cost efficient
- Update budget spreadsheets as quotes/invoices become available

FRESH CITY, Newton, MA

Catering Manager

20XX – 20XX

- Organized and managed all catering production and execution
- Scheduled and coordinated the schedule of deliveries
- Planned and developed weekly, monthly, quarterly sales plans to increase new and repeat business
- Communicated with management team regarding increased production levels

SKILLS

Computers: Excel, Power Point, Microsoft Word, HTML, Outlook,

Language: Vietnamese, English

INVOLVEMENT

Asian Student Association, Salem State University, Salem, MA

20XX - Present

Secretary

American Marketing Association, Salem State University, Salem, MA

20XX – Present

Member

SAMPLE COVER LETTER

Holly Hotel

50 Pond Street, Salem, MA 01970 | 978-555-5555 | hollyhotel@gmail.com

Date (i.e. January 1, 20XX)

John Smith
Best Western Plus Hotel Tria
57 Highland Ave
Boston, MA 01970

Dear Mr. Smith:

I am applying for the position of Manager of Front Desk Operations recently advertised on your web site. As my resume indicates, I am presently employed as an Events Coordinator Intern at Virtual Inc. and I have completed my Bachelor of Science in Business Administration with a concentration in Hospitality Management from Salem State University. I believe that my skills and experiences make me a qualified candidate for the Manager position.

Your advertisement specified a need for someone with experience managing guest interactions and communicating with vendors. For the past year, my work as an Events Coordinator Intern has provided me the opportunity to coordinate with a variety of entertainment and food and beverage vendors. As a result of my work as a Catering Manager at Fresh City, I have developed the leadership and interpersonal skills needed to succeed in this type of role. My strong organizational and communication skills will be a benefit while working in the Manager position of the Best Western Plus Hotel Tria.

I appreciate your time and look forward to talking with you further about the position of Manager. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Holly Hotel

Enc: Resume

SAMPLE COMPANIES

ADELYNROOD RETREAT AND CONFERENCE CENTER
AMERICAN CRUISE LINE
BACKSTAGE BISTRO AT NORTH SHORE MUSIC CENTER
BENCHMARK SENIOR LIVING
BEST WESTERN HOTELS AND RESORTS
BOSTON HARBOR HOTEL
CITI PERFORMING ARTSS CENTER
COCO KEY HOTEL AND WATER RESORT
DANVERSPORT
DEL FRISCO'S DOUBLE EAGLE STEAKHOUSE
ENTERTAINMENT CRUISES
HAWTHORNE HOTEL
HERSHA HOSPITALITY MANAGEMENT
HILSTONE RESTAURANT GROUP
HILTON HOTELS AND RESORTS
HOLIDAY INN
HVS GLOBAL
HYATT
IPSWICH COUNTRY CLUB
ITP EVENT MANAGEMENT
KIMPTON HOTELS AND RESTAURANTS
LEGAL SEA FOODS LLC
MANDARIN ORIENTAL – BOSTON
MANOR ON THE HILL
MARBLEHEAD CHAMBER OF COMMERCE
MARRIOT INTERNATIONAL INC
MILESTONE COMPANIES
MYOPIA HUNT CLUB
ONNI HOTELS AND RESORTS
SALEM WATERFRONT HOTEL AND SUITES
TAVERN IN THE SQUARE
THE BUCKMINSTER HOTEL
THE HERTZ COPORATION
THE LIBERTY HOTEL
UNO RESTAURANTS LLC
VINWOOD CATERERS