

**NEXT MEETING:**

**JANUARY 18, 2001**

**THE PENINSULA HOTEL**

**www.hftp-la.org**



# LOS ANGELES

Hospitality Financial and Technology Professionals  
**JANUARY 2001 ISSUE**

## PRESIDENT'S MESSAGE

Happy New Year! I hope everyone had a fun-filled holiday.

We have a great year planned for you, but we are always open to your ideas. Don't hesitate to mention anything that you would like to see on the 2001 agenda of meetings, whether it's a certain speaker or special topic that might be of interest to the members.

This month's meeting will take place at the Peninsula, courtesy of Mr. Jim Hizo, Controller. It has been some time since HFTP last met at this beautiful property, so I do hope you can make it.

The topic for this meeting will be on property tax strategies. Our experienced consultants from Deloitte & Touche LLP will discuss the do's and don'ts of filling out Form 571-L.

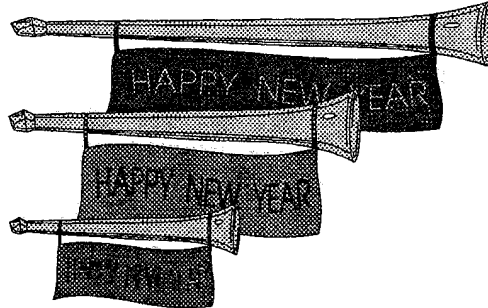
Please invite your owners and other financial professionals to this exciting meeting.

And, don't forget that it's very important that you RSVP online. If you have questions, feel free to call me at my office number, (626)836-1222.

See you all there!

*James Le*

Los Angeles Chapter President



## "Form 571-L & Other Topics"

This month's topic will be property taxes. In the past, we had discussed Form 571. At the January 18 meeting, the focus will be more on the actual line items on Form 571-L and the various strategies that can help you avoid common errors when filling out the form, as well as noting items that the County usually looks for.

Our speakers will be John M. Dyslin and Christina M. Wood from Deloitte & Touche LLP.

Mr. Dyslin, a senior manager, has more than 20 years of experience in real estate appraisal, investment analysis, and acquisitions. He has developed property tax management programs for owners, investors, and developers throughout the U.S.

Ms. Wood, also a senior

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## THE PENINSULA

9882 Little Santa Monica  
Boulevard  
Beverly Hills\*  
(310) 551-2888

Thursday, January 18  
Doors open at 6:00 PM  
Cocktails 6:00 - 6:45 PM  
Speaker 7:00 PM  
Dinner 8:00 PM

## "Form 571 & Other Topics"

with  
**Deloitte & Touche**

The price for this dinner meeting is **\$35.00 per person** for members and first-time guests. All others, \$45.00 per person.

\*Hotel Parking - \$3

Please make checks payable to "HFTP"  
("No Shows" will be billed)

RSVP online at  
**www.hftp-la.org**  
by Monday, Jan. 15  
Or call (626) 836-1222

## HFTP BOARD MEMBERS

President  
**James Le**

Global Hospitality Network  
(626) 836-1222  
james@globalhospla.com

Vice President/Membership

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Bel-Air Hotel  
(310) 472-1211  
chughes@hotelbelair.com

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eva.malik@westin.com

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plj@gte.net

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Cal Poly Pomona  
(909) 869-4534  
dsthilaire@csupomona.edu

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Los Angeles Country Club  
(310) 276-6104  
pacheco@thelacc.org

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**Eden Slegr**

Global Hospitality Network  
(626) 836-1222  
Fax: (626) 836-1223  
eden@globalhospla.com



The right  
resume can help  
get you the job!

## Tips on Writing a Great Resume

Recruiters and Human Resource professionals review hundreds of resumes each year. Here are a few tips for you to follow to make sure that your resume stands out from the rest in the most positive way. Here's to a Happy, Healthy, and Successful 2001!

### General Layout

Keep your resume clear, concise, and easy to read. Don't use unusual fonts or colored paper because they do not copy well, fax well, or scan well. Use a clear type style, printed on the best quality plain or off-white paper you can find. MAKE SURE to put your name, page number, and telephone number at the top of EVERY page you send as pages of your resume may get separated.

### Length of Resume

Present your background in a neat, orderly, and accurate fashion. It's not essential to fit everything onto one page, but try not to make your resume longer than three pages. If you have extensive years of experience, concentrate on the most recent positions held, abbreviating positions from 20 years ago.

### Type Size and Fonts

Make sure the font is easy to read and that the point size is not too small. Test this by sending yourself a fax and see what the employer sees!

### E-mailing your resume

When you e-mail your resume, make sure that your cover letter, resume and references, etc., are all included in ONE file. When you send several Microsoft attachments, parts of your resume "package" may be lost. E-mailing your resume should be as easy as 1-2-3! Remember the following: DO use MS Word (industry standard) and DO send your document in an *earlier version* of MS Word. Not every employer has MS 2000 yet. If MS 98 can't read your document, chances are you won't get consideration. Use your last name as part of the file name, NOT the common "resume.doc" used by 50% of applicants. DON'T use strange fonts or scripts. Stick to the basics, such as Helvetica or New York. Not all employers have hundreds of fonts in their systems! Do put your e-mail address on your resume ONLY if you expect to keep this e-mail address for at least six months.

### Dates of Employment

Dates of employment should be the **month** and year of the start and finish dates. Using years only will lead the reader to suspect that you are hiding short tenures of employment. If you've held the same positions with the same company, show the total years, itemizing individual positions below.

### Employer Information

Always briefly and accurately describe the hotel, resort, restaurant, etc., giving the number of rooms, size of banquet space, number of outlets, and type of business for which the property is known. For F&B situations,

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**"When what we are is what we want to be, that's happiness." Malcolm Forbes**

# Tips on Writing a Great Resume, *continued from Page 2*

include number of seats, style of operation, type of menu. In sales, identify your market specialty and booking accomplishments! **Do not include employer's address!** This clutters up your resume and is entirely unnecessary! Do include city, state, and country if outside the USA.

## Job Description

Briefly describe the scope of your responsibilities. List your accomplishments using action verbs, leadership words, and result phrases. Don't write a book, just the highlights.

## Photos, Birth Date, Salaries, and.....

None of these should be included in your resume, unless you're sending it overseas where this information is normally expected. Salary history is inappropriate, unless the employer has **specifically** requested salary history. If so, you should put this information in a cover letter. NEVER put your salary on the resume under ANY circumstances!

## References

Keep an up-to-date reference sheet of 5-8 people you have previously contacted, who have **agreed** in advance to answer reference questions from prospective employers. These should be individuals to whom you have reported and who know the nature of your performance. Co-workers can be good references also. Include the following information for each reference: name, current title, company they currently work for, current address and phone number, e-mail and fax, if available. **DO NOT** put any references on your reference sheet that you want to keep confidential until later in the interview process. Keep your reference list accurate! If someone else has to "track your reference down," it may make the difference between you getting the job or someone else! **DO NOT** sprinkle your references in the body of the resume as this information tends to change and should be put on a separate reference sheet.

## Spelling

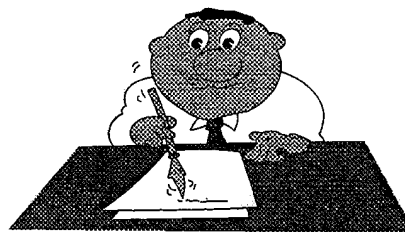
Your resume must be proofed. Check the spelling of everything you send out! Misspelled words are a major turn-off!

## Misinformation

Accuracy is very important! Don't assume your reader is uninformed. Don't brag about accomplishments you had no control over. Many employers now check to see if you really have that degree, so beware! People who alter their resumes from the facts are almost always caught, one way or another!

## Resume Services

Doing your own resume is fine, if you spend time with it and pay attention to the points mentioned above. Consider asking a friend who has strong word processing skills or a resume service, which specializes in resume writing. But, remember, you are responsible for the content! Resume services are generally not aware of our industry jargon, so pay attention! Ask to see samples of their work, remembering that some of the mistakes listed above are from resumes prepared by professional resume companies.



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manager with Deloitte & Touche, has extensive experience in personal property tax planning, compliance, and public utility valuation. Ms. Wood has worked on establishing procedures for property tax compliance, valuation, and litigation, and she is also the co-author of "The Economics of Appraisal."

Be sure to attend what promises to be a most informative and useful meeting for all of the membership!

**"Decide what your priorities are and how much time you'll spend on them. If you don't, someone else will." Harvey MacKay in SAM'S Club Source.**

Next  
Meeting:  
Thursday  
January 18  
at The Peninsula  
Hotel in Beverly  
Hills

Hospitality Financial and Technology Professionals  
Los Angeles Chapter  
Global Hospitality Network  
3579 E. Foothill Boulevard, #2229  
Pasadena, CA 91107



## CALENDAR

### HFTP LA Chapter Meetings

**January 18**  
**The Peninsula**

**February 15**  
**Hotel Sofitel**

**March 15**  
**Location TBA**

**April 19**  
**Ritz-Carlton Pasadena**  
**(or possibly Getty Center)**

### [hftp-la.org](http://hftp-la.org)

Visit the Los Angeles Chapter's Web site, which is maintained and updated monthly. You will find schedules of future meetings and summaries of past meetings as well. In addition, you will find helpful hospitality industry links and Chapter news, information, and more. Hope to "see you" there.



### [www.hftp.org](http://www.hftp.org)

HFTP's Web site has been improved to feature back issues of *The Bottomline*, as well as the Industry Toolbox, with copies of business form samples, checklists, and other useful business documents provided by HFTP supporters, daily industry news, vendor showcases, job mart, and other association information.