



# A GUIDE TO CV'S FOR PART- TIME JOBS

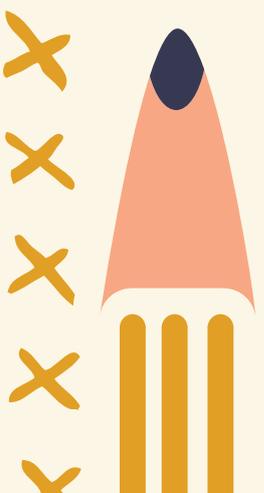
REMEMBER: EMPLOYERS SAY YOU HAVE  
LESS THAN 10 SECONDS TO MAKE A  
GOOD  
IMPRESSION WITH YOUR CV!

# Some quick tips on what to include:



- Ideally it should be two pages of A4
- A CV is a record of your personal, work and education details – and should be word processed – Ariel 11 or 12 is usually accepted
- Your full name, address, phone number and an appropriate e-mail address at the top of the first page
- Do not include age, marital status, gender or other personal information
- Make sure it is up to date
- Pages should not be numbered but use headings, such as ‘Personal Profile’ and ‘Work Experience’ to clarify sections

- Don't use fancy layouts as these can detract from the contents of the CV
- Be confident and use positive language. This will make a good impression on the reader. Don't make general statements about your qualities.
- Make sure you can support your statements with evidence.
- Try to link your skills and experience to the requirements of the job you are applying for.
- Above all – think like the employer would .... They want to know that you can do the job, so let them know how



# Advice on Sections



## Personal profile/opening paragraph:

You need to state clearly why you would be good at the job you are applying for. This means that you should have separate CVs for different types of jobs e.g. sales assistants, bar work, receptionists etc. You should state your strengths and any work experience and/or temp jobs (if relevant to jobs you're applying for). Include transferable skills you've gained such as team work, literacy and numerical, computer skills etc. Also state the type of role you're seeking and why you would like to work for this employer. You need to say you are a current student and looking for part-time, casual or summer work.

## Work experience:

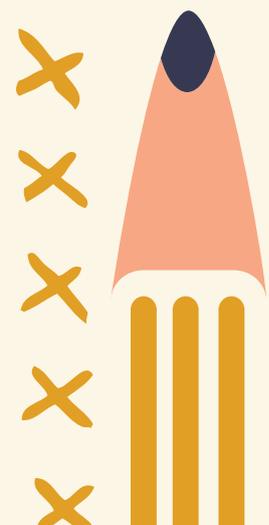
Include any work you have undertaken, whether part-time or voluntary, highlighting your responsibilities and the skills and experience acquired. This is your chance to demonstrate your willingness to work hard, and how the experience helped develop your skills: time management, team work, negotiating, organisation, customer relationship management etc. Start with your most recent first.

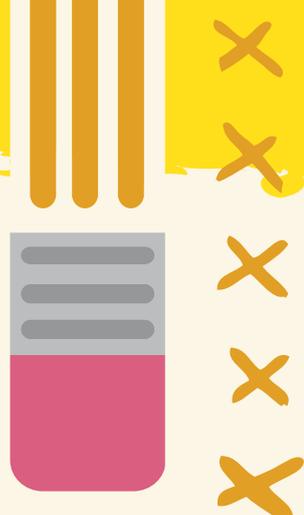
## Skills:

Think of the skills needed for the job you are applying for. Make sure you state clearly that you have these skills and you can say where and how you have developed or used these skills in the next paragraph.

## Additional skills:

Add a little bit of Include achievements that are relevant to the job you are applying for and place you in a positive light. E.g. Leadership: Led the Debating Society at University; Teamwork: Played Rugby for my 6th Form College Team. You could also include any additional qualifications that may be relevant to the job e.g. Food and Hygiene, child care – and also if you have a driving licence.





### Education:

Details of your education from the age of 11, including the name of the school/college/university, attendance dates and number of qualifications achieved (e.g. how many GCSEs you have, but you don't need to name them all)

### Volunteering and Hobbies

Make sure that you include any relevant skills you have gained through your interests and hobbies. It's also a good idea to include any details of societies or other groups that you have got involved with at university.

### References:

You could include names and contact details on a CV, or you say they are available on request. Always seek permission before passing their details on.

### Other points to consider:

- An e-mailed CV still needs a covering letter too. Just a couple of sentences
- Don't send out a generic 'one size fits all' CV. Tailor your CV to the requirements of each job you are applying for. Show how your experience and qualifications match what the organisation is looking for
- Remember many skills are transferable e.g. customer service, handling cash or using a till



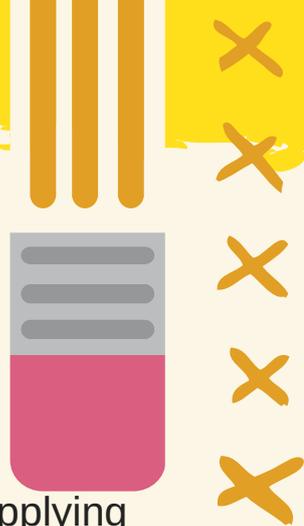
- Don't be tempted to lie! Recruiters are very adept at picking up on inconsistencies. People have been sacked from jobs when it has been subsequently discovered that they lied about qualifications or work experience
- Life experiences – travelling, caring for family members etc. can demonstrate a variety of transferable skills

- Unless they are specific criteria for the advertised job, you should not include personal details such as your sex, nationality, marital status, age and date of birth or whether or not you have children.

- Make sure you explain gaps in your career. Whether you were studying full time, made redundant, bringing up children or travelling the world, a potential employer will want you to account for any gaps

- Only give details of hobbies, interests and other skills if they are relevant to the job you are applying for. This gives an insight into the kind of person you are away from work, and may also be relevant in some way to the job you are applying for
- Familiarise yourself with the type of language used in job adverts and use the same. For example instead of saying you like talking to people, you could say you have good communication skills

# (CV Template for Part time jobs):



## Full name:

Mobile number and home phone number Email address: term time address and home address

## PROFILE:

You need to state clearly why you would be good at the job you are applying for. This means that you should have separate CVs for different types of jobs e.g. sales assistants, bar work, receptionists etc. You should state your strengths and any work experience and/or temp jobs (if relevant to jobs you're applying for). Include transferable skills you've gained such as customer service, money handling, team work, literacy and numerical, computer skills etc. Also state the type of role you're seeking and why you would like to work for this employer. You need to say you are a current student and looking for part-time, casual or summer work. Example: "I am currently studying English at Edge Hill University. I have practical work experience in both customer service and retail and as Editor of the University student blog and magazine. I am looking for a role to work within the Careers Centre promoting their activities and answering queries from students and employers. I am also keen to represent the university at careers fairs and events and feel confident to do this."

## RELEVANT WORK EXPERIENCE:

This should be any work experience you have that demonstrates that you have the skills for the job you are applying for. E.g. if you want to work as a shop assistant – list the similar jobs you have had. Remember that these skills can be from any voluntary work or hobbies you have had.

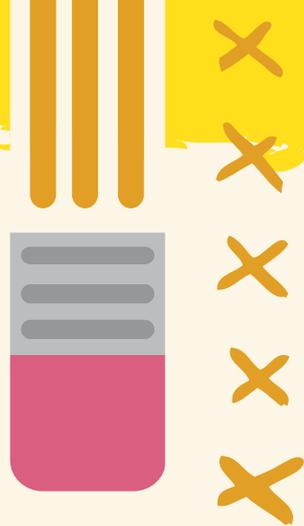
Example: Part-time shop assistant, Sporty Shop: June 2016– Apr 2017: Responsibilities included: Gained experience in cashiering, Responsible for the provision of in-store customer service, and Assisted with stock replenishment

## EDUCATION:

List your education first; once you have more work experience this section will move to after work experience. If you have specific qualification e.g. sports coach, food hygiene – anything that is relevant to the job you are applying list these here too.

Example: Currently studying for BA English, Edge Hill University, Sept 2017 – July 2020





**WORK EXPERIENCE:**

Include any other work you have undertaken, whether part-time or voluntary, highlighting your responsibilities and the skills and experience acquired. This is your chance to demonstrate your willingness to work hard, and how the experience helped develop your skills: time management, team work, negotiating, organisation, customer relationship management etc. Start with your most recent

first Example: Work experience: Accounts Assistant, Goliath National Bank: June 2016 – Sept 2016: Three months in the Accounts department of a major high street bank: Responsibilities included:

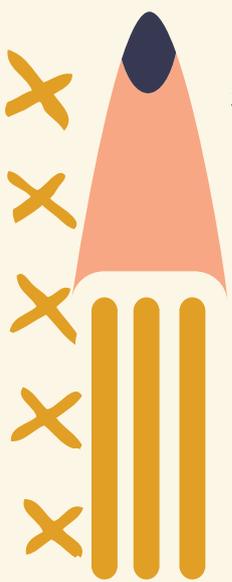
- Reconciling invoices and receipts
- Assisting with monthly accounts reporting
- Processing staff expenses

**ADDITIONAL SKILLS:**

Include achievements that are relevant to the job you are applying for and place you in a positive light. Also include any relevant training or qualifications you may have. You could mention any hobbies or sports you have been involved in if you have enough space left.

Examples:

- Teamwork: Played Rugby at College level for three years
- IT skills: Fully proficient in Microsoft Office (Word, Excel & PowerPoint), basic HTML
- Basic Food and Hygiene Certificate



**REFERENCES:** Include names and contact details on a CV. Always seek permission from a reference before passing their details on to a recruiter or potential employer.



# Top Tips if you have had little or no previous paid work.

★ Don't let a lack of work experience put you off applying for a role where otherwise you meet most of the requirements. Instead, make the most of your other qualities: your skills, attitude, potential and enthusiasm.

★ It isn't only paid experience that counts. Voluntary or community involvement, work placements, coursework, personal projects and extracurricular activities can all be highlighted to show your suitability. Think from the employer's perspective decide on the most interesting factors, where you have used relevant skills, and then make these prominent on your CV.

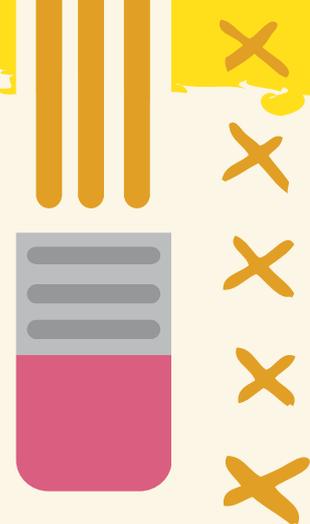
★ One of the hardest things to do convincingly on a CV is to convey desirable personality traits. Just writing that you are enthusiastic or motivated without giving supporting details isn't enough. Instead, demonstrate through examples.

★ For instance some CVs highlight education and training, including achievements and endorsements, whilst others demonstrate how to emphasise project work above less relevant work experience. Breaking down each project into target, result and learned competencies shows relevant skills and achievements in context.

★ Don't be tempted to flesh out a CV with long, rambling paragraphs and irrelevant details to compensate for a lack of work experience. Instead, write leanly and concisely, and focus on making it easy for your reader to find key information

★ Holding down a job to help family finances or pay your way through education can reveal humility and a strong work ethic: "Consistent work record: held variety of part-time roles since the age of 16 to contribute to educational costs." Learning about a role or sector through online communities, up-skilling through tutorials or conducting your own projects all show enthusiasm – it could fit into the education, training or skills section of your CV

★ You don't need to always use a strict chronological work history format or have the same section order. Put the most important information first – relevant project work can come before less relevant employment, while voluntary projects bridging your move into a new career could come before current, paid work.



# CV template (Little experience) (Taken from totaljobs.com)



## Full name

Address (a full postal address needs to be included) Telephone: (include your mobile number first and any landline you can be contacted on) Email: (Your contact email address)

## Profile

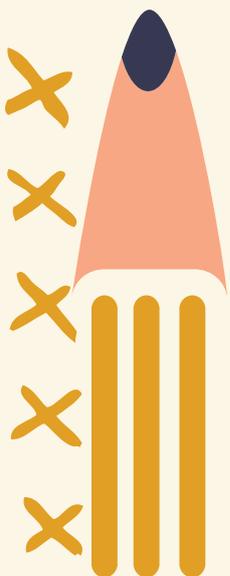
As a school/college leaver, you won't have enjoyed much work experience to date, so in this section it's important to get across the type of personality you have and what you think your greatest strengths are. For example:- "An extremely hard working and friendly individual who enjoys communicating with others from different cultures and backgrounds"..... or, if you have had a Saturday job in say, a hairdressers or a restaurant, for example you could write something like "Highly self motivated and outgoing, enjoys ensuring the provision of an exceptional customer service at all times"

## Objective

This is the area where you set out what it is you are looking to do. As a school leaver, you are probably heading off to university and as such, will be looking for a small part-time role to support your studies. You need to get that across here so the person reading your CV immediately knows what you are looking for

## Education

A-Levels Mathematics (B); Geography (B); and History (C) 10  
GCSEs Mathematics (B); English (A); Double Science (DD);  
French (C) Grades predicted – full results expected Aug 2017. As a school leaver, you may not have your grades yet to include on your CV, so you can put down your predicted ones, as shown above. It's also very important you include the date when you finish school as this gives the reader an indication of how old you are.





## Work Experience

Sep 2016 WH SMITH

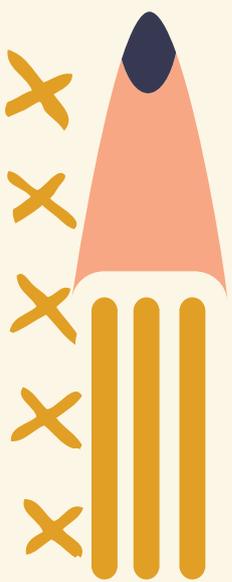
Undertaking a two week work experience placement, gaining valuable experience within a variety of areas including customer service, stock control and administration It is usual practice when in High School to undertake some work experience for a couple of weeks. This is the section where this should be included, noting the date and company name and what you did on a daily basis. You can also include any voluntary work or Saturday jobs that you may have had, following the same format as above

**Key I.T Skills** Include any computer applications you are comfortable using i.e Word,Excel, PowerPoint etc.

## Other Details

Interests: Let the reader know what it is that you like to do in your spare time; this just gives the interviewer a personal view of you and something to chat about at the end of an interview

**References are available on request** - References tend to be available on request – make sure you have a couple of people in mind that you can ask. Try to keep it at just one page, at then most 2 pages – you won't have that much experience so won't always need to extend to two



# CV Template for Retail Assistant



**NAME** - Address and Mobile No./Email

## PERSONAL PROFILE

I am a hard working retail sales assistant with excellent communication skills with a proven background in customer services. I like the buzz of working in retail and especially when it is a busy sale period.

I enjoy working to targets and thrive on the challenges that I have working in a retail environment. I have experience in store merchandising and dealing with stock and deliveries as well as sending out orders.

I am neat and organized and work in a quick, efficient yet methodical manner. I enjoy working as part of a team environment and ensure that the store I work in meets and exceeds its targets

**EMPLOYMENT HISTORY-** Date to Date or To Date – Retail/ Shop Assistant – Where? In my role in retail, I serve my customers and deal with stock and merchandising as well as providing good customer service. My responsibilities include: Serving and assisting my customers, Dealing with stock and deliveries, ensuring the stock in the right location, Keeping the store clean and presentable at all times, Merchandising and point of sale Providing good customer service, Coming up with ideas for promotions and offering these to our customers.

**QUALIFICATIONS:** University, College, School – For all include titles/subjects and qualifications.

**SKILLS AND ABILITIES:** Any customer service training related to a retail store. Anything specific to the products that you are responsible for selling.

**HOBBIES & INTERESTS:** What do you like to do outside of work?

**REFERENCES:** Available on request.





# Bar staff CV template

**NAME** - Address and Mobile No./Email

**OBJECTIVE:** Energetic, guest-focused individual seeking a bar person position at Marriott London utilizing exceptional hospitality skills and product knowledge to strengthen bar operations.

## QUALIFICATIONS AND SKILLS

- Demonstrated ability to arrange and serve a wide range of food and beverages
- Friendly personality, neat appearance and a pleasant manner
- Excellent communication skills
- Able to deal with angry customers tactfully
- Special talent for taking and remembering orders

## WORK EXPERIENCE

Bar Person | K West Hotel – London | Jan 2017 – Sep 2017

- Served patrons with food and beverages
- Washed glasses and other utensils
- Collected payments and operated the counter
- Stored empty bottles
- Provided snacks, crisps and nuts
- Kept the bar area sanitized and well stocked
- Cleaned tables and the bar

## Achievements

- Introduced new methods of customer service which resulted 30% increase in profits
- Employee of the month – June 2017

## EDUCATION

B.A. Hospitality, CITY COLLEGE, London – 2017

## TECHNICAL SKILLS

- MS Word and Excel
- Internet and Email
- Good math and numeracy skills

## OTHER CAPABILITIES

- Able to work well in a team
- Exceptional sales closure skills
- Proven ability to carry heavy crates, barrels and boxes