CV Template for Part-time or Casual Work

Full name
Home number
Mobile number
Email address

Term time address and home address

Do not include date of birth, national insurance number, gender or any other personal data that is unrelated to your ability to do the job.

Personal 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 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.

REMEMBER: Employers say you only have 10 seconds to make a good impression with your CV, so this paragraph is the most important.

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. My career goal is to work in journalism and I feel that this role as student assistant in the Careers Centre will provide me with excellent transferable skills.

Education

List your education first; once you have more work experience this section will move to after work experience.

Example

- BA English, Grade 2:2, Central Brookside University, Sept 2009 – July 2012
- A levels: English (B), Geography (C), Media (C), General Studies (D), Hollyoaks Sixth Form College, Chester, Sept 2007 – July 2009

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

Example

Work experience: Accounts Assistant, Goliath National Bank, June 2011 – Sept 2011

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*

Part-time shop assistant, Help the Needy Charity Shop, June 2010 – Apr 2011

Responsibilities included:

- *Gained experience in cashiering*
- *Responsible for the provision of in-store customer service*
- *Assisted with stock replenishment*

Weekend bartender at Premier Sleep Hotel, Dec 2010 – Feb 2011

Responsibilities included:

- *Actively involved with order taking and cashiering*
- *Gained experience mixing and service drinks at the bar*

Additional skills

Include achievements that are relevant to the job you are applying for and place you in a positive light.

Examples

- *Leadership: Captained the Debating team at University*
- *Teamwork: Played Rugby at University level for three years*
- *IT skills: Fully proficient in Microsoft Office (Word, Excel & PowerPoint), basic HTML*
- *Languages: Intermediate French, basic German*

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.