

# PART-TIME/CASUAL RESUMES



This resume is a **SAMPLE** only and does not reflect the perfect application for every position.

Each resume and application should be tailored to highlight your own experiences and background, as well as the position you are applying for.

Remember that you may need to:

- **Change** the order of headings
- **Change** the wording of the headings
- **Leave out** sections that are not relevant to you to the position/employer **or**
- **Add new sections** that are relevant to the position/employer

Employers may also state specifications for job applications, which you should **always** meet.

Specifications are not limited to, but can include:

- Length of the resume
- Content required
- Number and type of referees required
- Attachments, such as academic transcript

## Sample Headings

### AVAILABILITY (Optional)

You may choose to list your availability so that employers can see what time commitment you have available.

### EDUCATION AND TRAINING

- List your most recent education first.
- Briefly list any special achievements or relevant experiences.
- List only highly relevant individual subjects and results (from university or high school) for the position you are applying for.

### EMPLOYMENT HISTORY

- List your jobs in reverse chronological order, (most recent first).
- List any special responsibilities or achievements you may have obtained in the position.
- Avoid listing complete dates eg. 16/04/18 – 23/10/18. If the position lasted for less than 1 year, list the month and year (as per sample).

### VOLUNTARY WORK (Optional)

- Include this heading if you have undertaken unpaid work experience, if you have never held a paid position, or if you know the company values voluntary work in the community.

### SKILLS AND ATTRIBUTES (Optional)

- Keep this section brief and to the point, but ensure the skills listed are **relevant** to the position and you provide justification for your claims. Don't just list generic skills.

### INTERESTS (Optional)

- Ensure your interests are compatible with the position you are applying for and can demonstrate transferable skills.

### REFEREES

- Supervisor/Manager/Academic. Usually 2 to 3 people. Avoid personal referees unless you have no other alternative.
- Listing an academic as a referee is acceptable for course relevant jobs, or if you don't have any work-related referees.
- **Always** obtain permission to list your referees name and contact details, and then advise them when you are applying for jobs.

## General Suggestions

- Length: 1 or 2 pages is sufficient when applying for part-time/casual work, such as retail or waitressing positions.
- The order of your sub headings should change according to the job that you are applying for ie. If your "**EDUCATION AND TRAINING**" is likely to be the most persuasive factor in gaining employment, list it before "**EMPLOYMENT HISTORY**" and vice versa.

### Job Application Feedback Service

*Appointments are available throughout the semester and vacation periods.*

**Log on to JCU CareerHub or Phone us** to make an appointment via Zoom, phone, face-to-face or emailed feedback.

- CareerHub: [careerhub.jcu.edu.au](https://careerhub.jcu.edu.au)
- Phone: 1800 246 446 (option 4)

**Check our** website for discipline specific and postgraduate resume examples.



*Tip – ensure your email address reflects a professional image.*

## EMPLOYMENT HISTORY

Nov 2022 – Present **Food and Beverage Attendant**  
Down Under Bar & Grill, Cairns, QLD

### ***Responsibilities and Achievements***

- Received 'Excellence in Customer Service Award' – March 2021
- Provide excellent customer service to guests by greeting them warmly, taking orders, and proactively addressing customer needs and preferences.
- Accurately enter orders into the point-of-sale system, and ensure timely delivery to guests, maintaining a high level of efficiency during busy periods.
- Preparation of hot and cold drinks, including coffees and cocktails.

Feb 2022 – Nov 2022 **Tutor – Maths and Science**  
Multiple Private Employers, Cairns, QLD

### ***Responsibilities and Achievements***

- Private tutor for three Year 11 Students.
- Assistance with school homework and assignments.

Nov 2021 – Oct 2022 **Retail Assistant**  
Coles Supermarket, Cairns, QLD

### ***Responsibilities and Achievements***

- Provided excellent customer service by promptly and courteously assisting customers with their enquiries and efficiently processing transactions.
- Responsible for supervision and training of junior staff.
- Cash up and close of shift procedures.
- Regular shift supervisor.

*Tip – You can list your volunteer experience under your Employment History heading if you don't have many paid experiences to list. You can make it clear that your work was voluntary by writing "(voluntary)" after the job title.*

## VOLUNTEER EXPERIENCE

Jan 2022 – Feb 2022 **Student Engineer**  
Cairns City Council – Engineering Division, Cairns, QLD

### ***Responsibilities and Achievements***

- Assisted with design of water supply project using CAD.
- Contributed to assessment and feasibility studies.
- Attended site inspections with Engineering Team.

## EDUCATION

2022 – Present **Bachelor of Engineering – Civil**  
James Cook University, Cairns QLD

- Achieving credit average

2021 **Senior Certificate**  
Smithfield State High School, Cairns QLD

- ATAR: 89
- School Captain

*Tip – Only include your high school education if you graduated within the last few years.*

## **TRAINING/CERTIFICATES** (O

**Tip** – A part-time/casual resume is 1 to 2 pages long.

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|------|--|
| 2022 | <b>Responsible Service of Alcohol, Qld</b><br>Online RSA     |
| 2022 | <b>Senior First Aid Certificate</b><br>Red Cross, Cairns QLD |

## **IT SKILLS** (This is optional – only include what would be relevant to the role)

- Microsoft Office (Word, Excel, PowerPoint), AutoCAD

## **INTERESTS** (This is optional)

- Member of the JCU Engineering Undergraduate Society
- Team member and Club Secretary of JCU Soccer Team

**Tip** – If you decide to list your interests, they should demonstrate transferable skills such as communication, teamwork, leaderships etc. and/or be related to your field of study or job you are applying for.

## **REFEREES**

Mick Donald  
**Manager**  
Down Under Bar & Grill  
Cairns QLD 4870  
Ph: 4055 4444  
Email: [mick.donald@downunder.com.au](mailto:mick.donald@downunder.com.au)

Dr Neil Brown  
**Lecturer – Engineering**  
James Cook University  
Cairns QLD 4870  
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**Need more help? Go to [www.jcu.edu.au/careers](http://www.jcu.edu.au/careers) for more resources**

- **[Information Sheets](#)**: Action Verb List, Can a robot read your Resume?
- **[Employability Edge](#)**: Master Written Applications module
- **[Big Interview](#)**: combine training and practice to improve your interview techniques
- Make an **[appointment](#)** with the Careers and Employability Team to get feedback on your application.