

## Example Part Time CV with Some Work Experience

**TIP:** Your CV can be one or two pages long, but avoid leaving half a page

### Chris Grey

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#### Personal Profile

**TIP:** Give an overview of who you are and what you can offer

Second year student at the University of Portsmouth. Looking for part-time work and available evenings, weekends and all day Wednesday. Two years experience of customer service.

#### Education and Qualifications

##### University of Portsmouth

##### BA (Hons) Business Studies

**TIP:** Include brief highlights of your course, or more detail if relevant

This degree offers the opportunity to gain an in-depth understanding of a range of business modules, as well as being able to match business theory to the practical issues facing managers.

*Modules Include:* Marketing, Employment Law, Human Resources, Financial Reporting

##### Portsmouth Grammar School

- A Levels: English (B), Psychology (C) and Religious Education (C)
- 9 GCSEs 1A, 4Bs and 4Cs including Mathematics and English

**TIP:** This is also a good place to add examples of skills you developed

**TIP:** You do not need to go into detail with these earlier qualifications

#### Employment Experience

##### Wilkinsons, Portsmouth

##### Retail Assistant

Mar 15 - Present

- Worked as part of a team to receive early morning deliveries, maintain warehouse standards and provide outstanding customer service.
- Constantly under pressure to finish my tasks before the deadline every shift.
- Demonstrated excellent communication and customer liaison skills.
- Showed initiative and teamwork skills by supporting other team members with their tasks after finishing my own.

**TIP:** Start with your most recent experience and work back. Give priority to relevant details

##### TK Maxx, Portsmouth

##### Customer Services Assistant

Dec 14 - Dec 14

- Encouraged colleagues to reach work targets collectively creating team spirit.
- Being professional and tidied up the shop floor and maintained stock in pristine condition.
- Dealt with telephone calls and queries from other stores such as searching for coded items in order to price them.
- Developed problem solving skills through dealing with angry customers in a professional manner, quickly resolving situations using my own initiative.

**TIP:** Reference the skills asked for in the job specification and try to highlight times you used them

##### Wagamamas, Portsmouth

##### Waiter

- Proactively attended to customers' needs quickly and promptly.
- Liaised closely with kitchen team to ensure dishes were served to customer's specifications.
- Made recommendations of particular choices, based on my own decision making abilities and attention to detail.
- Dealt with customer complaints in a professional and calm manner to resolve problems.

**TIP:** You will find lots of part-time job opportunities advertised on MyPurpleDoor, which you can access using your usual University login details

**TIP:** Aim to show the range of skills you can offer from different kinds of experiences

## Voluntary Work Experience

**TIP:** You can either group voluntary and paid work together or use separate headings

### Malik Solicitors, Portsmouth

#### Volunteer

Jun 13 - Jul 13

- Carried out a range of clerical duties such as photocopying and filing efficiently, hence familiar with basic office equipment and processes.
- Assisted with IT department to resolve technical problems with computers and network connectivity.

### RSPCA, Portsmouth

#### Volunteer

April 13 - Jun 13

- Worked as part of a very small team from a variety of social backgrounds to run an RSPCA charity shop in Portsmouth city centre.
- Proficient user of Microsoft Office programs including Word, Excel and PowerPoint, used to enter data quickly and accurately and produce clear, concise reports.
- Supported the manager by unloading deliveries and using practical skills to display goods for resale.

**TIP:** It is important to demonstrate a varied and relevant skill set in your CV, backed up by examples as evidence. Remember that all kinds of experiences are valuable, not only paid work.

## Languages

**TIP:** If English isn't your first language, include details of your English Language qualification (e.g. IELTS)

- English (fluent native speaker), Spanish (fluent) and French (basic)

## Interests

- Developed teamwork through playing for the netball society and taking an active role in the club and assisted at events to encourage new members to join.
- Enjoy playing the guitar - this has helped me develop my attention to detail when practising.
- Enjoy reading books on psychology and autobiographies.

**TIP:** If you can prove all your skills through other experiences, this section may be short, but you can go into more detail if interests best showcase your skills

## Additional Qualifications

- Food hygiene certificate
- First Aid (first responder)
- Lifeguard qualification

**TIP:** Here you can put any extra qualifications or awards you might have earned that do not fit well in any of the other sections.

## References Available On Request

**TIP:** If you have the space, include names and contact details of two referees - ideally one academic and one previous employer. Be sure to get their permission first!

**TIP:** Note that you don't have to copy the exact headings used in this example, or even keep them in the same order. It's best to adapt your CV according to which are your best examples. Think about how much information you want to include. You could combine briefer sections together under an "additional information" heading or create separate, longer sections to showcase the best highlights effectively.

**TIP:** Remember recruiters may use different methods to find new staff. If you visit an employer in person then you may only need a printed copy of your CV. However, if you are sending it by email, you will attach it to a covering message. Alternatively, some companies will ask you to complete an application form. For help with these, or any other jobhunting and career queries, ask at Purple Door or look on our website.

**TIP:** It is important to balance your university work with your part-time job to avoid compromising your studies. Before you commit to a job, be sure to check your timetable and think carefully about how many hours you can realistically fit in. If you are an international student, remember that the total hours of paid and voluntary work added together must be within your visa limitations.