

2022

Part Time Jobs CV



Contents

Introduction	1
How to get your CV noticed	1
Presentation.....	1
CV Format	1
English language for CVs	2
Help! I have no previous work experience	2
Application forms.....	3
Part time CV Example 1- Jobs/Volunteering.....	4
Part time CV Example 2-International Student.....	4
Part time CV Example 3-No Experience	4

Introduction



The application process for a part time job, can be just as competitive as it is for a full time position. For

this reason, you must ensure that your CV is fully tailored to the role you're applying for. Often this means that the CV you use to apply for a part time role will be different to your professional CV.

Employers that recruit for part time positions will be less interested in your academic achievements and more interested in any transferable skills you have gained from your course, extra-curricular activities and work experience.

How to get your CV noticed



Employers are short of time and may only look at your CV for 30 seconds.

They do not want to go

through long blocks of text and want to find relevant skills and experience quickly. If you have a very small amount of relevant experience aim to keep your CV to one page only. If you have more experience your CV can go onto two pages.

The key is to get the most relevant information at the top of the page and target your CV to the role you are applying for. Although time consuming, really tailoring your CV to the job description will be much more effective than sending the same CV one hundred times to different jobs.



When you put together your CV do it with the job description of the role you are applying for in mind. If they ask

for communication / customer service/

organisation skills etc. then tailor your CV to show them how you have them. This will also work to your advantage if an online Applicant Tracking System (ATS) is being used to shortlist CVs. An ATS is a popular way for larger employers to screen your CV to see if it mentions the skills they are looking for. For example, a company may be looking for someone who can use a coffee machine so the ATS will be set up to look for the word 'Barista' or 'coffee machine'.

Presentation

- Part Time job CVs should be no more than 1 page long.
- Avoid "funny" emails "bigbob@hotmail.com" This does not give a professional image.
- Experience should be in reverse chronological order – unless you use different titles to sub divide your experience. If you have two roles under "Design experience" or "Retail" put the most recent first.
- Avoid spelling mistakes and poor grammar! A top irritation with employers, so double check and ask a friend to proof read your CV.
- Using bullet points to break up your experience makes it easier for a busy recruiter to scan your CV.
- Avoid fonts which can be difficult to read when reduced to size 11 in word. Fonts such as *Ariel* or *Calibri*, *Tahoma* are much clearer to read when reduced.

CV Format

- Profile: If you have previous relevant experience related to the role then mention it in your profile and state that you are looking for part time work – if you want to work in retail then say so!

“Arts University Bournemouth Fashion student with proven ability to provide excellent customer service, having previously worked on a busy customer queries desk in Tesco. Strong team skills shown when running group projects and good time management abilities. Looking for a part time fashion retail position.”

- **Education:** Keep this short - state you are at AUB and give the degree title. Do not list all of the modules. Give brief information about your college and secondary education.
- **Experience:** When you write about your experience think about the roles you are going for. The skills you choose to emphasise will depend on the role. For bar work, shop work and retail the focus will be on the following skills:

Communications skills

- Ability to adapt your communication style when working with different people
- Ability to handle customer complaints with tact and diplomacy
- Being patient and understanding

Team work

- Collaborating with kitchen and bar staff to ensure smooth running of restaurant
- Working as part of a sales team to meet targets,
- Participating in meetings, offering support

Working effectively under pressure

- Ability to remain calm during busy periods retaining high levels of customer service
- Using good judgement when dealing with challenging situations at work (i.e. aggressive or drunken behaviour)

Using Own initiative – problem solving

- Ability to deal with issues alone however, able to draw on the support of colleagues or a manager when necessary

Social media & IT

- Using social media – understanding twitter, Facebook etc. ability to write engaging content

- For admin tasks – level of competence of Microsoft Packages, Adobe etc.

- **Interests:** By providing a short explanation of your interests/hobbies employers can pick up on any transferable skills that could be useful for the role. It also gives the employer something extra to ask you about at interview.
- **References:** You do not need references on your CV- they are a waste of space!

English language for CVs

On CVs we generally don't use me, myself and I. We write in the first person narrative but omit the pronoun and often use a positive action verb:

Incorrect:

I managed a team of ten people to reduce **our** business costs.

Correct:

Managed a team of ten people to reduce business costs.

Other examples:

- “A final year student with retail and logistics experience.”
- “Supported young students in completing Maths homework”

The third person should be avoided. For example, do not write: “he is an experienced manager”

Ensure that all spelling and grammar is correct by asking a friend to check your CV. **Spell check will not find words which are misspelled but spelled rite!**

Help! I have no previous work experience

If you do not have any previous work experience, choose 3 skills (see examples under experience section) and give examples of where you have used them. These examples may be from your course, extra-curricular activities or volunteering.

Format

Profile: Give a few examples of the skills you have and how you developed them. Think about your extra-curricular activities, volunteering, fundraising, competitions etc.

“Arts University Bournemouth Photography student with excellent organisational skills developed whilst running charity fundraisers for Help Age UK. Skilled at working with others in a team environment having previously completed the Duke of Edinburgh award. Looking for a part time position in hospitality.”

Education: Put education at the top. State your degree, college results and secondary education. Do not list all of your GCSEs simply write “12 GCSE’s A-C level”.

Relevant Skills:

Have a “Relevant skills” section (examples below).

Communication

- Experience of liaising with younger students and teachers in my role as a High School mentor
- Found different ways of explaining sums to help students with their Mathematics homework.

Teamwork

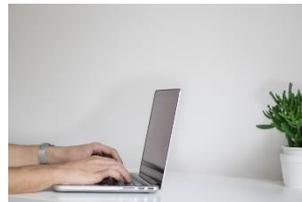
Member of Bournemouth Football club, helping and supporting the team to do their best by encouraging others even when we are not playing well. Frequently attend training sessions and help with coaching the junior team.

- Regularly take part in group work, involving live briefs with clients.

Organisation

- Chinese Students society – Assisted in the organisation of a cultural event for students, involved sourcing suppliers, organising entertainment and managing a budget. The event was attended by 200 students and received excellent feedback.

Application forms



For some jobs you'll need to fill out an application form which needs to be written with close reference to the Job Description and

Specification. Try and tailor your skills to the job that is being advertised as much as possible.

Part time CV Example 1- Jobs/Volunteering

Abigail Smith

2 Cherry Close, Bournemouth,
BH23 4LZ · 07956321408
Asmith2@gmail.com

Comments:

- Key skills could be added
- The education seems squashed and could be made clearer

Arts University Bournemouth Graphic Design student seeking a part time position in retail. Experienced in taking a positive approach to help solve customer problems having worked at Tesco, Worcester for 2 years. Confident team worker and strong ability to work collaboratively with colleagues and clients.

Retail experience

May 2013 – Sept 2015

Tesco, Worcester

Part time Retail Assistant

- Worked as part of a busy team of customer service assistants showing flexibility to cover additional hours as required
- Confidently dealt with various customer complaints and queries across all departments
- Actively engaged customers and promoted the store card beating my targets by 10% over the Christmas period
- Successfully managed the store cash office and dealt with any discrepancies in cash flow.

Catering experience

May 2015 – Present

Bluebird cafe

Part time waitress

- Collaborate effectively with a small team of café staff to serve customers both food and drinks
- Demonstrate resilience working under pressure. On busy days serve approximately 50 customers an hour.
- Provide an approachable and kind manner ensuring customers have an excellent customer service experience.

Education

- 2015 – 2019-Arts University Bournemouth-BA (Hons) Graphic Design
- 2010 – 2015-Worcester Grammar-3 A Levels, 2 AS levels
- 2007-2010-St John's Middle School-11 GCSEs A-C (including Maths & English)

Interests

- Competitive swimmer
- Voluntary work with AUB RAG
- AUB Graphic Design Society Leader

Part time CV Example 2-International Student

Toby Hawkins

18 Talbot Gardens, Bournemouth,
Dorset
THawkins@gmail.com 07956 321123

Comments:

- Good personal profile and layout
- Has potential to be adapted depending on the job role

Arts University Bournemouth Photography student looking for a part time retail position. Proven to work well in a team and highly adaptable to different roles. Has a strong ability to provide excellent customer service with previous experience gained from working at C&A in Madrid and my current role administrative role at Woods Care Home.

EDUCATION

2019 Arts University Bournemouth BA (hons) photography
2018-2019 Madrid College of Art (achieved equivalent to top 10% of the year group)
2007-2010 St Mark's Middle School 11 iGCSEs A-C (including Maths & English)

KEY SKILLS

- Linguistics-Confident speaker in Spanish and Polish
- Microsoft Office- Proficient in Excel, Word and PowerPoint
- Photography-Freelance photography projects undertaken

RETAIL EXPERIENCE

May 2013 – Sept 2016	C&A Madrid	Part time Retail Assistant
		<ul style="list-style-type: none">• Successfully worked with others to exceed store sales targets by 12% over the Christmas period of 2014.• Worked quickly and efficiently to serve customers during busy sales periods.• Respected customer wishes by contacting other branches to retrieve stock requests.• Organised clothing displays and strived to achieve tidiness in my allocated store area.

ADMINISTRATIVE EXPERIENCE

Nov 2016 -present	Woods Care Home	Administrative Assistant
		<ul style="list-style-type: none">• Responsible for answering the telephone and organising patient forms to ensure the smooth running of the home.• Demonstrate quick thinking and good judgement when dealing with difficult situations such as patient illness and short staffing.• Organise fundraising events for the home including afternoon tea, summer fair and winter ball.

INTERESTS

- I manage the AUB illustration society and enjoy completing both freelance illustration and photography commissions in my spare time.

Part time CV Example 3-No Experience

Adam Chapman

6 Blues Road, Bournemouth, Dorset
Tel: 01721343873 Mob: 07986543210
Email: achapman@hotmail.com

Comments:

- No need to put 'mob' or 'email' – The employer knows what it is!
- Shows relevant experience well

Personal Profile

A Postgraduate student at Arts University Bournemouth with strong organisational skills, advanced problem solving abilities and a flexible approach to work. Looking for a challenging role in hospitality or catering.

Relevant Skills

Communication

Experienced at listening to feedback from students to discuss with teachers in role as Class Representative.

- Produced a unique feedback form for fellow students to record their thoughts, feelings and concerns regarding the BA (Hons) Drawing course.
- Presented student feedback to a large group of students, students union representatives and academics receiving an array of positive feedback

Teamwork

- Member of the university football team, and took an active role in the running of the football club increasing membership from 50 to 100 players.
- Worked with a team of 4 students on an entrepreneurship project involved delegating responsibility, working together to find viable solutions to problems

Responsibility

- Successfully improved elderly access to activities by running short day trips for my Grandmother and her friends to local garden centres, cafes and the beach.

Education

2017 - Present

Arts University Bournemouth

MSc in Illustration

Result: pending

Units include: Illustration in the community, Drawing skills, History of Art, Teaching Illustration

November 2011-16

Arts University Bournemouth

BA (hons) Drawing

Result: 2:1 achieved

Units include: Drawing techniques, professional development, application and drawing assessment

Additional Achievements

2014 - 2015 Class Representative

Jul 2017 Grade 4 Clarinet