

# Part-time CV example: care assistant

## Caitlin Hear

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A second year Adult Nursing student at Oxford Brookes University with experience as a volunteer with Age UK. Looking for a part-time job in care work to further my skills working with vulnerable adults.

### EDUCATION

<b>Oxford Brookes University, BSc (Hons) Adult Nursing</b>	2018 – 2021
<b>Mary Filler College, Nottingham</b> A Levels: English (C), Psychology (B), Health and Social Care (B)	2016 – 2018
<b>Foxhill Secondary School, Nottingham</b> GCSEs: 8 GCSEs grades A*-C including English, Maths and Science	2011 – 2016

### SKILLS AND COMPETENCIES

- **Sensitive and compassionate work ethic:** Volunteering at Age UK, combined with my natural disposition towards care and support work, has developed my ability to empathise, show compassion in my work and be approachable towards those I work with.
- **Communication and Interpersonal skills:** This includes dealing with challenging customer requests in an attentive manner and discussing appropriate activities with my team to undertake with the elderly.
- **Team work:** I have undertaken cooperative and successful teamwork as part of my degree producing group presentations and essays with up to 5 people. Whilst volunteering with Age UK I communicated with members of my team of 9 to ensure clients received a consistent experience of the service.
- **Organisational:** Combining my work in retail and volunteering alongside my studies has developed my ability to manage my workload, organise my time effectively and meet multiple deadlines.

### WORK EXPERIENCE

<b>Volunteer, Age UK</b>	September 2017 – July 2019
Running activities with the elderly, arranging risk assessments and health and safety checks, general office work and administration, as well as providing a friendly, approachable and professional front line service to the public.	
<b>Sales Assistant</b>	May 2016 – July 2017
Keeping the shop floor tidy and appropriately arranged, providing assistance and sale recommendations to customers, providing quality customer service and working as part of a team to ensure that the shop floor duties were covered.	

### REFERENCES AVAILABLE ON REQUEST

# Part-time CV example: hospitality/restaurant work

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## Eleanor Adams

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07412321768 / [eleanoradams@gmail.com](mailto:eleanoradams@gmail.com)

Music undergraduate with 3 years' work experience in the hospitality industry. Previous experience working in busy bar and restaurant environments has developed high standards of customer service and communication skills. Currently seeking a part time position within the food and beverage industry to utilise and further develop my skills. Available to work 16 hours per week.

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### RELEVANT WORK EXPERIENCE

#### Turners Inn, Bar Staff

2018 – 2020

- Serving customers behind the bar, taking orders and advising on drinks.
- Restocking wines and spirits.
- Delivering orders of food and wine to customer tables.
- Responsible for cashing up at the end of shift.
- Advertising weekly karaoke nights, involved producing and handing out posters.

#### The Hutch Restaurant, Waitress

2016 – 2018

- Providing a warm welcome to customers entering the restaurant.
- Delivering excellent customer service when taking orders for food and drinks, also providing alternative recommendations when required.
- Preparing and serving drinks at the bar.
- Handling cash and debit transactions.
- Promoting health and safety by keeping the restaurant clean and tidy.
- Coping under pressure and ensuring high level of customer service during peak times.

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### OTHER SKILLS

**IT:** Proficient in the use of Microsoft office applications including Word, Excel and Access.

**Languages:** Fluent in Spanish and German, both written and spoken.

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### EDUCATION

#### Oxford Brookes University

2018 – Present

BA (Hons) Music

#### Secondary School, Oxford

2011 – 2018

A Levels: English (B), Music (A), Philosophy (B)  
GCSE: 7 grades A-C including English and Maths

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### REFERENCES AVAILABLE ON REQUEST

# Part-time CV example: office/administration work

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## Mike Lowden

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07778 599999

A third year Psychology undergraduate student at Oxford Brookes University with 2 years' experience in administration roles. Previous duties have included: managing room bookings, organising Google-calendars and producing marketing material. Seeking to gain further work experience in an administrative setting.

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### EDUCATION

2017 – 2020: BSc (Hons) Psychology, Oxford Brookes University  
2015 – 2017: Louis Freen College, Southampton:  
A Levels: English grade B, Psychology grade A, Maths grade C  
2010 – 2015: Foxhill Secondary School, Nottingham:  
6 GCSEs grade C – A\* including English, Maths, Science and IT

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### WORK EXPERIENCE

#### Receptionist, Florence Spa, Headington

March 2017 – June 2019

- **Customer service:** Provided clients with information over the phone, by email and provided high quality customer service to anyone arriving at the spa.
- **Creativity:** Created and arranged the distribution of promotional materials.
- **Management of calendar and bookings:** Organised bookings for clients and contributed to the arrangement of staff rotas using an access database.

#### Administration Assistant, Louis Freen College Union

January 2015 – January 2017

- **Communication:** Answered the telephone, generated meeting notes and agendas, and communicated within my team on issues such as rotas.
- **Organisation:** Created and distributed minuted documents to a team of 27 people, worked towards strict deadlines.
- **IT:** Involved in social media implementation, proficient with Microsoft office applications, created and maintained spreadsheets regarding Union interactions with students.
- **Attention to detail:** Updated and maintained files of resources for students.

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### REFERENCES

Linda Key, General Staff Manager, Florence Spa: lkey@florencespa.co.uk 01584 485748  
Martin Gillis, Union President, Louis Freen College: mgillis@lfreen.ac.uk 01922 483755

# Part-time CV example: retail/shop work

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## Emily Simmons

456 Headington Hill, Oxford, OX3 0BP

07667 888887

[emilysimmons@gmail.com](mailto:emilysimmons@gmail.com)

A Business Management undergraduate with a year's experience working in a customer facing role. Strong organisational and time management skills developed through balancing work and study. Currently seeking a part time position in a customer service role.

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### RELEVANT EXPERIENCE

#### H&M, Sales Advisor

February 2018 – April 2019

- Provided excellent customer service, operating tills, handling cash and debit transactions; assisting and advising customers on products, and providing alternatives when appropriate.
- Supported a team of 20 staff to help exceed sales targets by 3%, resulting in a Christmas bonus.
- Demonstrated initiative, working out which stock needed priority when replenishing from fitting and stock room.
- Managed my time and prioritised tasks such as serving customers, processing deliveries and creating promotional displays.

#### Macmillan Cancer, Fundraising Volunteer

August 2017 – December 2018

- Communicated with members of the public in order to generate donations of up to £100, awarded prize for raising the most money, 2 months running.
- Lead a group of 6 volunteers and coordinated appropriate fundraising locations to raise maximum amount of funds; awarded prize for best team of the month.
- Organised fancy dress events in order to boost team morale which raised over £300 for the charity.

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### IT SKILLS

Proficient in the use of Microsoft Office applications.

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### EDUCATION

#### Oxford Brookes University

2018 – Present

BA (Hons) Business and Management

#### Secondary School, Oxford

2011 – 2018

A Levels: Business Studies (A), Information Technology (B), Maths (C)

GCSEs: 9 GCSEs from A-C

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### INTERESTS

- Blogging: blog every fortnight on current trends in fashion and my latest fashion buys, currently followed by 230 readers from around the world
- Sport: Active member of the university basketball team

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### REFERENCES AVAILABLE ON REQUEST

# Part-time CV example: international student

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## Mǐn Xu

32 Iffley Road, Oxford, OX4 4AH

Tel: 07564 242222

Email: [MinXu@gmail.com](mailto:MinXu@gmail.com)

Second year International student at Oxford Brookes University. Previous experience working in a customer service role undertaking group tours that developed my communication skills. Currently seeking a part time position within retail, available to work 12 hours per week.

Permission to work: Current visa allows me to work X hours per week during semester time and X during vacation

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### EDUCATION

**Oxford Brookes University** 2018 – Present

BA (Hons) Business and Marketing Management

- Improved level of verbal communication through assessed PowerPoint presentations achieving a 2:1 in the majority of assignments, subsequently increasing my English language skills.
- Proficient in the use of Microsoft Office, Adobe Photoshop, Internet Explorer and Visual Basics.
- Prioritised and managed my time in order to meet a number of university deadlines, I did this using to-do lists and an electronic diary.

**First High School Guangzhou, China** 2016 – 2019

National University Entrance Examination 2nd Class

Equivalent to UK A-Level and GCSE B/C grades

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### WORK EXPERIENCE

**First High School Guangzhou, China** 2019 – Present

- Assisted a team of 6 students, organising fortnightly events such as cooking classes. Took the lead role in organising and planning the annual party for up to 120 guests.
- Managed a small team and was required to delegate tasks to fellow members, as well as keep to a fixed budget.
- Utilised my problem-solving skills when the venue we had booked was no longer available.

**Tour Guide, Wildlife Park** 2016 – 2019

- Working independently guiding groups of children aged between 8-11 years old, communicating instructions clearly when visiting certain sites and explaining health and safety to the children.
- Maintained patience and composure when dealing with challenging groups of children.
- Managed my time to ensure I was not under or over running on the allocated tour time.
- Developed the ability to work well under pressure as the number of people visiting the park doubled during the busy summer period.

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### LANGUAGES

Good level of English - IELTS Level 7, Fluent in Mandarin

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### REFERENCES AVAILABLE ON REQUEST