

# Casual or part-time work CV

For client-facing jobs, a recent headshot can be useful

Make your **name** stand out – you don't need to write 'curriculum vitae'

## JAMES McDUFF

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**Presentation** – make sure that the appearance and content are immaculate, eg alignment, spelling and grammar

Keep your profile factual and concise

### PROFILE

First year student currently studying at the University of St Andrews. Experienced in providing excellent customer service whilst working in busy environments. Flexible regarding hours of work including evenings and weekends. Keen to expand skills and knowledge and prepared to work in a variety of roles as required.

### WORK EXPERIENCE

June-Sept. 2016 The Whitehorse Inn, Stonehaven – Bar staff

- Served customers and helped to create a convivial atmosphere.
- Took and served food orders, providing information to customers and helping them with their selection.
- Kept bar area clean and tidy and restocked bar with snacks, bottles etc. as required.
- Suggested 'theme' evenings which boosted takings.
- Cashed up tills at the end of each evening.

2014-2015 SPAR shop, Stonehaven – Sales Assistant

- Worked Saturdays and school holidays.
- Provided excellent customer service and dealt with enquiries and orders.
- Experienced in working at the till including 'Paypoint'.
- Stocked shelves and updated stock system.
- Administered deliveries and dealt with suppliers.

**Font** – stick to one clear font throughout: 10 or 11pt

Use bullet points to emphasise your responsibilities and skills.

Start with the **most recent** and emphasise the **most relevant**

### EDUCATION

2016-2020 University of St Andrews  
Studying for MA (Hons) History

2010-2016 Stonehaven High School  
Highers; History (A), English (A), Maths (A), French (A), Economics (B)  
8 Standard Grades all at credit level.

### ADDITIONAL INFORMATION

IT SKILLS Proficient in MS Office applications, use of internet and e-mail.

INTERESTS Cross-country running, music, food and wine.

FULL DRIVING LICENCE

**Referees** – not references. Ask them first and send them a copy of your CV/ application

### REFEREES

Mrs B Potter  
Manager  
SPAR  
23 Grey Street  
Stonehaven  
ST6 7LP  
01624 889345  
[manager@spar.sth.co.uk](mailto:manager@spar.sth.co.uk)

Mr F Duncan  
Proprietor  
Whitehorse Inn  
Cross Lane  
Stonehaven  
ST6 3RT  
01624 674629  
[fduncan@tiscali.co.uk](mailto:fduncan@tiscali.co.uk)

For other examples of CVs, visit the Making applications > CV section of the Careers Centre website: [www.st-andrews.ac.uk/careers](http://www.st-andrews.ac.uk/careers)

