

Example CV for student jobs

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

JAMES McDUFF
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St Andrews
Fife
01334 469231
jm567@st-andrews.ac.uk

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 St Andrews University. 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.

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

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

WORK EXPERIENCE

June-Sept. 2009 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.

Use bullet points to emphasise your responsibilities and skills

2007-2008 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.

EDUCATION

2009-present University of St Andrews
Studying for MA History

2002-2009 Stonehaven High School
Highers; History (A), English (A), Maths (B), French (B), Economics (C)
8 Standard Grades including Maths and English

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

Mr F Duncan
Proprietor
Whitehorse Inn
Cross Lane
Stonehaven
ST6 3RT
01624 674629
fduncan@tiscali.co.uk

For other examples of CVs look at the CV page on the Careers Wiki