

# Resumes for part-time work

A resume to apply for part-time work can be simple, but it still needs to sell your strengths effectively. 2 pages is the usual length (no more than 3 pages).

Use the online Resumebuilder <[www.deakin.edu.au/resume](http://www.deakin.edu.au/resume)> which will put your details into a standard Australian resume format.

Space phone numbers so it is easy for the employer to read when dialling.

You can use a mobile and/or home phone, but make sure any numbers listed have voicemail with a professional message so you don't miss important calls!

Use the address you'll be living at when you are working part-time.

## Resume for Jill Sample

1/221 Beginwell Street,  
Burwood,  
VIC, 3125  
Home: 0423 000 000  
Mobile: 03 1111 2222  
[jillsample@hotmail.com](mailto:jillsample@hotmail.com)

Provide one email address only. Choose one that isn't silly or humorous.

### Summary

University student with strong customer service and communication skills seeks a part-time position in retail sales and customer service. Available Fridays and weekends to work up to 20 hours a week.

### Education

03/2009 - current

**Bachelor of Marketing**  
Deakin University

06/2008 – 11/2008

**English for Academic Purposes**  
Deakin University English Language Institute

05/2007 - 04/2008

**Senior High School Certificate**  
Tragalon Secondary College, Germany

### Employment

12/2008 - 02/2009

**Waitress (Christmas staff)** King Restaurant, Burwood

- Quickly developed knowledge of menu and specialities in order to effectively assist customers during a high volume period.
- Ensured customers were attended to promptly and pleasantly.
- Communicated orders and special requirements to kitchen staff, reviewed and adjusted bills using electronic point of sale system.

03/2007 - 04/2008

**Retail Sales Assistant** Balmarki Electrical, Germany  
Germany's largest chain of electrical products stores, famous for its product range and competitive prices.

- Advised customers using extensive knowledge of product range, quality and features.
- Developed excellent understanding of point-of-sale and refund systems and accurate cash handling skills.

Resume for Jill Sample

page1

Keep dates on the left through your resume.

Use one font style throughout your resume – no **FANCY** fonts!

Keep font size between 10-12 point.

Allow enough white space so your information doesn't look cramped or cluttered.

For overseas experience, consider including a brief explanation of company features that will be of interest to Australian employers.

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Your application **MUST** use your own language and describe how your experience suits the position. See the career guide [How to identify and demonstrate your skills](#) for further ideas.

Describe skills you have used that reflect those that the job requires. This may change from job to job. Aim to include at least 4 skills.

Keep statements brief, but with enough detail so the employer can understand what makes you a good employee. Start each statement with a descriptive verb.

## Skills

### Communication

- Explained technical features of product range to customers in simple terms to ensure understanding. Addressed questions regarding advantages and disadvantages of features in both German and English.

### Customer Service

- Built a rapport with customers to gain understanding of their preferences in order to best assist them in selecting suitable products.

### Computer Skills

- Competent in Microsoft office and internet use. Touch type 50 - 60 wpm

### Languages

- Fluent German and advanced level English

## Additional Training

**02/2009**      **Responsible Service of Alcohol**

Box Hill TAFE

**04/2007**      **Retail Operations Certificate**

Balmarki In-house Training Division

## Voluntary Experience

**02/2007 – 05/2008**      **Meal Delivery Volunteer**      Meals on Wheels, Dusseldorf, Germany

- Assisted in meal delivery to elderly residents.
- Collaborated with driver to plan delivery schedule based on efficient and time saving routes.

## Extra-curricular Activities

**09/2008 - current**      **Tennis Club Member**      Burwood Heights Tennis Club

**02/2005 - 04/2008**      **Tennis Team Captain**      Tragalon Tennis Club, Germany

- Motivated team members by recognising their effort and contributions
- Supported and encouraged team members by providing guidance on improving their skills.

## Referees

### Professional

Ms Jillian Don  
Manager,  
King Restaurant  
Phone: 0444 444 444  
Email: [jdon@iga.com.au](mailto:jdon@iga.com.au)

### Personal

Mr. John Doe  
Tennis Club Manager,  
Burwood Heights Tennis Club  
Phone: 0433 333 333

If you don't have **any** work experience think about other ways you can show skills such as teamwork, communication and time management – in sports teams, clubs, or other extra-curricular activities.

It's also a useful way to show your other attributes such as dedication, responsibility and integrity.

You could also combine different kinds of unpaid experience under one heading such as 'Community Involvement'. If you haven't had any ongoing involvements, you can use an 'Interests' section to show a bit more about your personal attributes.

Anything on your resume can be asked about in an interview. Make sure it is **all** truthful!

You might get a part-time job without referees, but many employers need to talk to at least one referee. Choose your referees carefully, ask for permission to list them, get up-to-date contact details and keep in contact.

The best referees have a good opinion of your work ethic and can answer questions about your work performance. Send your referees a copy of your resume before you go to an interview, so they can easily answer questions about you.