

PART-TIME/CASUAL RESUMES

This resume is a **SAMPLE** only and does not reflect the perfect application for every position.

Each resume and application should be tailored to highlight your own experiences and background, as well as the position you are applying for.

Remember that you may need to:

- **Change** the order of headings
- **Change** the wording of the headings
- **Leave out** sections that are not relevant to you to the position/employer **or**
- **Add new sections** that are relevant to the position/employer

Employers may also state specifications for job applications, which you should **always** meet.

Specifications are not limited to, but can include:

- Length of the resume
- Content required
- Number and type of referees required
- Attachments, such as academic transcript

Sample Headings

AVAILABILITY (Optional)

You may choose to list your availability so that employers can see what time commitment you have available.

EDUCATION AND TRAINING

- List your most recent education first.
- Briefly list any special achievements or relevant experiences.
- List only highly relevant individual subjects and results (from university or high school) for the position you are applying for.

EMPLOYMENT HISTORY

- List your jobs in reverse chronological order, (most recent first).
- List any special responsibilities or achievements you may have obtained in the position.
- Avoid listing complete dates eg. 16/04/18 – 23/10/18. If the position lasted for less than 1 year, list the month and year (as per sample).

VOLUNTARY WORK (Optional)

- Include this heading if you have undertaken unpaid work experience, if you have never held a paid position, or if you know the company values voluntary work in the community.

SKILLS AND ATTRIBUTES (Optional)

- Keep this section brief and to the point, but ensure the skills listed are **relevant** to the position and you provide justification for your claims. Don't just list generic skills.

INTERESTS (Optional)

- Ensure your interests are compatible with the position you are applying for and can demonstrate transferable skills.

REFEREES

- Supervisor/Manager/Academic. Usually 2 to 3 people. Avoid personal referees unless you have no other alternative.
- Listing an academic as a referee is acceptable for course relevant jobs, or if you don't have any work-related referees.
- **Always** obtain permission to list your referees name and contact details, and then advise them when you are applying for jobs.

General Suggestions

- The order of your sub headings should change according to the job that you are applying for ie. If your **"EDUCATION AND TRAINING"** is likely to be the most persuasive factor in gaining employment, list it before **"EMPLOYMENT HISTORY"** and vice versa.
- 1 or 2 pages is sufficient when applying for part-time/casual work, such as retail or waitressing positions.

Job Application Feedback Service

Appointments are available throughout the semester and vacation periods.

Phone us to make an appointment via Zoom, phone, face-to-face or emailed feedback.

Check our website for discipline specific and postgraduate resume examples.

Peter Lang

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Phone: 0411 222 222

Email: Peter.Lang2@my.jcu.edu.au

LinkedIn: www.linkedin.com/in/peterlang2

*Tip – ensure your email address reflects a professional image.
Customise your LinkedIn URL.*

AVAILABILITY (This is optional – if availability is mentioned in the job description you can include it here)

I am currently available for work:

Monday	Mornings only
Wednesday	All day
Friday	Evenings
Saturday	All day and evening
Sunday	All day and evening

Note – Usually, a part-time/casual resume is 1 to 2 pages long.

Tip - As an alternative, it is also ok to list your volunteer experience under your *Employment History* heading if you don't have many paid experiences to list. You can make it clear that your work was voluntary by writing "(voluntary)" after the job title.

EMPLOYMENT HISTORY

Nov 2019 – Present

Food and Beverage Attendant

Down Under Bar & Grill, Cairns, QLD

Duties and Achievements

- Excellence in Customer Service Award – March 2020
- Responsible for supervision and training of junior staff
- Cash up and close of shift procedures
- Prepared hot and cold drinks, including coffees and cocktails
- Complied with all COVID-19 regulations

Feb 2019 – Nov 2019

Tutor – Maths and Science

Multiple Private Employers, Cairns, QLD

Duties and Achievements

- Private tutor for three Year 11 Students
- Assistance with school homework and assignments

Nov 2018 – Oct 2019

Retail Assistant

Coles Supermarket, Cairns, QLD

Duties and Achievements

- Responsible for supervision and training of junior staff
- Cash up and close of shift procedures
- Regular shift supervisor

Tip – Tailor your duties and achievements to the job description – think about your transferable skills.

VOLUNTARY EMPLOYMENT

Jan 2021 – Feb 2021

Student Engineer

Cairns City Council – Engineering Division, Cairns, QLD

Duties and Achievements

- Assisted with design of water supply project using CAD
- Contributed to assessment and feasibility studies
- Attended site inspections with Engineering Team

EDUCATION

2020 – Present

Bachelor of Engineering – Civil

James Cook University, Cairns QLD

- Achieving credit average

2019

Senior Certificate

Smithfield State High School, Cairns QLD

- OP score 7

TRAINING

2019	Responsible Service of Alcohol, Qld Online RSA
2019	Senior First Aid Certificate Red Cross, Cairns QLD

Tip – Don't just list your skills – you need to relate them to your **experience, knowledge or abilities.**

SKILLS (This is optional)

Computing	Microsoft Office (Word, Excel, PowerPoint), AutoCAD
Public Speaking	Highly developed skills in public speaking gained from conducting staff training sessions, university seminars and an active involvement in the school representative debating team.
Teamwork	Strong ability to work as part of a team, gained through my employment, participation in club soccer and role as club secretary.

INTERESTS (This is optional)

- Member of the JCU Computer Club
- Team member and Club Secretary of JCU Soccer Team

Tip – If you decide to list your interests, they should demonstrate transferable skills such as communication, teamwork, leaderships etc. and/or be related to your field of study or job you are applying for.

REFEREES

Mick Donald
Manager
Down Under Bar & Grill
Cairns QLD 4870
Ph: 4055 4444
Email: mick.donald@downunder.com.au

Dr Neil Brown
Lecturer – Engineering
James Cook University
Cairns QLD 4870
Ph 4232 2222
Email: neil.brown@jcu.edu.au

Need more help? Go to www.jcu.edu.au/careers for more resources:

- **Information Sheets:** Action Verb List, Can a robot read your Resume?, Tips for finding part-time/casual work
- **Find a job:** Job listings from part-time/casual to graduate employment are listed on [JCU CareerHub](#). Graduate jobs, internships and virtual experiences are listed on the [JCU Career Directory](#)
- **JCU Job Ready:** This guide gives you steps that you can work on at any stage of your university studies to help enhance your employability
- **Employability Edge:** These are self-paced online modules covering topics such as writing job applications, interviews, and finding course-related experience
- **Big Interview:** Improve your interviewing skills with video training and mock interviews to help you nail your next interview
- **Make an appointment** with the **Careers and Employability Team** to discuss your job applications and search strategies