



# Example CV A holiday job

Sophie has included contact details without using the words: telephone number and email. This makes her CV look neat and uncluttered.

Sophie has used her personal statement to emphasise her customer service skills and she is clear about the role she is applying for.

Sophie has split her work experience into related and additional work experience. List experiences in reverse chronological order.

Using the job advert, Sophie has highlighted her customer service and communication skills which are requirements of the job.

Sophie makes good use of action verbs.

Sophie has emphasised her communication and organisational skills which are relevant to the job.

As this is a non-graduate summer job, Sophie has prioritised her work experience over her current studies placing it higher up on her CV.

## SOPHIE SPENCER

0796217545

[sophie.spencer3@gmail.com](mailto:sophie.spencer3@gmail.com)

### PERSONAL STATEMENT

A second-year History of Art student, able to work calmly as part of a team in a busy, customer-focused environment. I am seeking a retail position over the summer where I can use and build on my customer-facing experience.

### RELATED WORK EXPERIENCE

#### Next plc, Nottingham

June 20XX – September 20XX, Sales Assistant

- Provided a high level of customer service communicating in a clear, friendly and efficient manner.
- Responsible for stock replenishment across shoes and accessories and ensuring stock accurately reflected need.
- Analysed reports on best-selling lines and communicated the results leading to appropriate re-stock orders being placed.

### ADDITIONAL WORK EXPERIENCE

#### Scott's Café, Nottingham

November 20XX – Present, Team Member

- Listen carefully to customers' orders, relay those to the kitchen and serve the food and drinks to them in a friendly and professional manner.
- Use initiative to support colleagues in busy times to meet customer demands.
- Take payments from customers using cash and card transactions with the additional responsibility for cashing up the till at the end of the day.
- Responsible for keeping tables clean and tidy so the café is a nice environment for customers.

### INTERESTS

- I keep fit by playing for my university netball team.
- Organised a netball tour playing against other universities including booking transport and accommodation. Communicated the programme by email and at training sessions to ensure everybody was kept informed.

### EDUCATION

- 20XX– Present **University of Nottingham**  
BA (Hons) History of Art — Expected grade 2.1

### REFERENCES

Mrs B Lord Owner  
Scott's Café  
26 Bridge Road  
Nottingham NG2 6BP  
0115 2598544  
scotts@gmail.com

Mr D Ingle Manager  
Next plc  
Riverside Retail Park  
Nottingham NG1 6DP  
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As this is a non-graduate job, Sophie has given two work-related referees rather than including an academic referee.