



## An example of a holiday job CV

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Nottingham  
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A second-year History of Art student, able to work calmly as part of a team in a busy, customer focussed 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 2017 – September 2017  
Sales Assistant

- Provided a high level of customer service to all customers by communicating in a clear, friendly and efficient manner.
- Responsible for stock replenishment across shoes and accessories, which required close attention to detail to ensure stock accurately reflected need.
- Analysed reports on best-selling lines, communicating this to the team, who then merchandised stock accordingly.

### Additional Work Experience

Scott's Café, Nottingham  
November 2015 – Present

- Listened carefully to customers' orders and made suggestions about their food orders which I served to them in a friendly and professional manner.
- Working as part of a team, being flexible when needed, such as helping with additional tables when a colleague was under pressure.
- Paying attention to detail when handling money and taking responsibility for cashing up the till.
- Responsible for keeping tables clean, tidy and the café a nice environment for customers.

### Interests

- I enjoy keeping fit and the team ethos of playing for my university netball team.
- I've used my organisational and communication skills to organise a netball tour where we played other universities. This involved booking transport, accommodation and making sure everybody was kept informed of plans.

### Education

2015 – 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  
scottsg@gmail.com

Mr D Ingle  
Manager  
Next plc  
Riverside Retail Park  
Nottingham NG1 6DP  
07892416777  
d.ingle@next.co.uk

Sophie has included contact details without using the words: address, 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. This means that the employer sees her relevant retail experience first.

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 teamwork 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.

As this is a non-graduate job, Sophie has given two work-related referees rather than including an academic referee.

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