

CV Checklist - Part-Time/Casual Work

- **Finding part-time and casual work in Aberystwyth and the local area can be a challenge.** Aberystwyth is a small town in a rural area, so both the number and variety of job opportunities are not as great as in larger towns and cities. There are also lots of other students and local people who are looking for work, so it is a competitive job market.
- **With this in mind, you have to give yourself the best possible chance of being successful. The first (and perhaps the most important) way to do this is to develop a positive, professional and proactive attitude.** This may sound obvious or even condescending, but it will influence every aspect of your applications. We are finding that employers in Aberystwyth are inundated with CVs and application forms for any vacancy. It is essential, therefore, that you take the application seriously and take time to consider it and produce the best application/CV you can. This is the case no matter what the vacancy is. For example, if you apply for bar work or a cleaning job and you think “it’s *only* a bar job; it’s *only* a cleaning job” then you are unlikely to get the job. Remember, there will always be other candidates who are committed and who really want (or need) this job, so you have to be focused and take some time over your CV. This is also excellent practice for the long-term - you can start cultivating ways of thinking and acting now that will help you when you are applying for graduate-level opportunities. **As well as securing a job in the short-term, you will be preparing for your future.**
- **Value yourself!** Reflect on your experience and learn to appreciate what you have achieved. **All work experience is useful.** It is easy to dismiss part-time or casual work experience, but it can provide valuable skills. For example, to work as a waiter/waitress, you need good communication skills, reliability, team work, cash handling responsibility etc. Competencies like these are attractive to potential employers. You also need to recognise the benefits of any extra-curricular activities, memberships of societies, sports, qualifications and so on, as well as competencies you have acquired from your degree course (for example, meeting deadlines as a result of submitting work on time).
- **The CV can be on either one page or two.** A one page CV is perhaps most appropriate for part-time work, but a two page CV is also perfectly acceptable. An employer is probably going to be more interested in your work experience than your educational history if you are applying for a part-time job, so prioritise this. Avoid too much information about your education, modules, exams - you don’t even need to add your nationality or date of birth. **BUT DO** include full details of two referees... don’t just write “references available upon request” ...and **DO NOT** write ‘Curriculum Vitae’ at the top... it’s obvious it’s a CV!
- **Modify your CV according to the type of work/employer.** If you are applying for a specific job and have experience in that kind of work, you can emphasise this by listing it first as ‘RELEVANT WORK EXPERIENCE’ and listing any other work experience as ‘OTHER WORK EXPERIENCE’. (For example, if you were applying for a job in a shop, you would present any retail experience as ‘RELEVANT’ but could also include any other customer service or sales work that might be relevant.) You can also change your (optional) ‘Personal Objective’ or ‘Personal Profile’ to indicate the kind of work you are applying for (we have demonstrated this for retail work on the CV template over the page). Think also about *how* you describe other things (eg sports) you’ve done - and make sure you mention/stress responsibilities and skills relevant to the job.
- **You are unique!** The template over the page is a suggestion and can help to give you some ideas about writing your CV. It is a simple, clear and conventional CV. It is only an example and a guide, however, and you shouldn’t feel you have to imitate it. You will want to stand out from the crowd, so express yourself!

FOR GENERAL ADVICE ON WRITING A CV PLEASE REFER TO THE CV GUIDE AND CHECKLIST

For further tips and hints on writing your CV and to view other examples, see
www.prospects.ac.uk/careers-advice/cvs-and-cover-letters

To get a better idea of your competencies, visit
<https://targetjobs.co.uk/careers-advice/skills-and-competencies>

Take a look at the following to understand what employers are looking for
www.aber.ac.uk/en/media/departmental/careers/pdf/whatempswant_en.pdf

www.aber.ac.uk/careers/

This information can be made available in alternative formats.
Mae'r wybodaeth hon ar gael yn Gymraeg. This information is available in Welsh.
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JOHN BRAHMS

45a Queens Terrace, Aberystwyth, Ceredigion, SY23 4EN
Tel: 075590056789 Email: jd08@aber.ac.uk

PERSONAL OBJECTIVE

Hard working and reliable Aberystwyth University student with proven customer service and cash handling experience seeking regular retail work in the local area.

WORK EXPERIENCE

- 2018 **Mail Order Assistant, CycleWorld, Ormskirk**
- Responsibility for sales and handling money
 - Customer service and telephone interaction
 - Accurate data-entry and record-keeping requiring excellent attention to detail
 - Stock-taking and ordering
- 2016 - 2018 **Cleaner, Bellini's Italian Restaurant, Eccleston**
- Maintained high standards of cleanliness and hygiene in kitchens
 - Received training in Hygiene, Food Safety and Health & Safety
 - Prioritised duties and organised workloads
 - Worked effectively alone, unsupervised and as part of a team
- 2014 **Editorial Assistant (Work Experience), Ormskirk Advertiser, Ormskirk**
- Telephone contact with companies and media agencies
 - Involved in writing copy and editing, requiring precision and English language skills

EDUCATION AND QUALIFICATIONS

- 2018 - 2021 **Aberystwyth University**
BA (Hons) English Literature
- 2011 - 2018 **Cavendish High School, Chorley**
A levels: English (B), History (B), Media (C)
GCSEs: 10 at grade A*-C (including Maths and English)

ADDITIONAL SKILLS

- Health & Safety Course, Nov 2016
- Languages** German (basic)
- IT** Competent use of MS Office (Word, Excel and PowerPoint), email and internet software

OTHER ACHIEVEMENTS

- 2016 - 2018 **Cavendish Arts, Music & Literature Magazine**
Contributor, Co-Editor and Executive
- Produced articles for successful student magazine
 - Performed editing duties to deadlines and was involved in administration of publication
- 2011 - 2016 **Cavendish High School Football Team**
- Team Captain for 3 years consecutively
 - Competed in County Championships 2013-2015

INTERESTS

I have a passion for literature and writing and have had poetry published in a collection. I am interested in sports, particularly football, and have played regularly for a local team. I also enjoy travelling and experiencing new cultures.

REFEREES

Dr Cameron Lisby, Department of English, Aberystwyth University, SY23 3DY
Tel: 01970 62xxxx / Email: xxx@aber.ac.uk

Mr James Logan, CycleWorld, 12 Old School Lane, Ormskirk, Lancashire, L40 1TR
Tel: 01653 700xxx / Email: xxx@cw.co.uk

www.aber.ac.uk/careers/

This information can be made available in alternative formats.
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