

SAMPLE RESUME FOR CASUAL AND NON PROFESSIONAL JOBS

[Insert your name and contact details here]

Name

Address
Phone
Mobile
e.mail

[The order in which you present the information below should be determined by the relevance to the job you are applying for]

Employment History

[Jobs should be listed from the most recent first, but if an earlier job is more relevant then put that first under the subheading "Relevant Employment". You could also divide this section into "Paid" and "Voluntary" employment subsections]

Date *[insert period of employment]* Employer *[insert name of employer/organisation]*

Position *[insert position title]*

Duties:

-
-

[Duties should be in bullet point format and always start with a verb e.g. planned, prepared, organised.]

Skills:

[List the skills you developed in this job here, for example team skills, problem solving, communication event management.]

Education Background

[Qualifications and courses should be listed from the most recent first]

Date *[insert period of study]* Qualification *[insert name of course and expected completion date]*
Institution *[insert name of institution]*

Skills:

[List the relevant skills skills you developed through your education, for example research skills, written communication]

[Optional: write a short paragraph highlighting a special project, but only if it is relevant to the position to which you are applying.]

Additional Information

Other Skills:

[If applicable use this space to highlight other skills or accomplishments eg. First aid, community service, computer skills, short courses etc.]

Achievements

[Optional: use this space to highlight any special achievements, e.g. scholarships, staff performance awards etc.]

Hobbies and Interests

[Give a brief list and description of any hobbies, interests or other activities that you would like to mention. These can sometimes be an indicator of additional skills you may have to offer]

Referees

[List your referees and their contact details. Referees should be people who know you and the way you work. They could be supervisors or managers with whom you've worked, or lecturers or tutors who are familiar with your work style]

SAMPLE RESUME FOR CASUAL AND NON PROFESSIONAL JOBS

Resumes for Students Applying for Casual and Non-Professional Positions

The kind of resume you use when applying for casual and non professional jobs differs from that used by new graduates, the main difference being that it is not usually your education that is highlighted so much as your other experiences as a student.

These may include any part time or casual work you have already had, as well as volunteer work, participation in university competitions, clubs and projects, your sport and other community activities, and even your hobbies and interests.

The key thing to remember is that the resume is about you presenting **relevant** information about yourself in relation to the specific job you are applying for. This means that the order of information on the page may vary depending on what you are applying for. If you are applying for a casual position in the hospitality industry as a drinks waiter for example, your previous similar jobs and any short vocational training courses you have undertaken in food service will need to be emphasised before you talk about your studies towards a Bachelor of Arts degree. If you are applying for a market research job however, then the Arts degree may need to be mentioned first.

The suggested section headings shown here in the Sample Resume can work well, but you might like to create your own. Some resumes for example include a separate section titled “**Relevant Skills**” in which you can list **examples** of your skills together. The thing to ask yourself is will the reader want to interview you after they have read your resume.

The resume should always be presented along with a cover letter that is as specific as possible, and which should never look as if has been used for other job applications. It should be addressed to a person by name if possible, and should state clearly what you are applying for, what you know about the job and the organisation, why you think you can do the job, and that you are available for an interview. If you are an international student with a Work Visa and you are applying for a job that does not specify the maximum hours, you may need to include a statement to indicate how many hours a week you are available to work.

Remember that your resume is your marketing document and as such, it needs to attract attention. This does not mean using fancy paper or binding. White A4 paper with a top left hand staple is fine. Do remember to proof read it!