

## Example CV 7: another good skills-based CV (Four core examples available in *The Graduate Career Guidebook*)

A skills-based CV is used here because the vacancy is clearly unrelated to the candidate's degree and recent experience. In this instance the applicant gives a much higher priority to his older work history and draws from completely different experiences in the skills profile. You can use a similar style for most temporary and part-time jobs.

### Job Description

#### Bartender

We are looking for fun, enthusiastic, people to join our Spring/Summer bar team. You should have a passion for food, beer, wine and quality customer service. The position is part-time and applicants must be available for all shifts.

Duties will include food service, drinks service and cleaning and applicants must have an excellent understanding of the English language as customer interaction is what we are all about.

**Further research indicates:** This is a very busy city-centre gastropub catering primarily for local workers and shoppers. The staff are lively but professional and the service is fast and friendly.

Experience is split into two sections to highlight the older (but more relevant) work history.

Relevant experience is explicitly linked to the specific vacancy

#### Neil Cochrane

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#### Relevant experience

- 02/17–06/18**      **The King's Head, Plymouth**  
**Bar attendant**  
Serving food and drinks in a busy city-centre gastropub and maintaining a clean and attractive environment.
- 10/16–02/17**      **The Cow's Head Restaurant, Plymouth**  
**Waiter**  
Serving food and recommending wine in one of Plymouth's most fashionable eateries

#### Additional experience

- Summer '17**      **Notional Rail, London, Commercial intern**  
Managing the distribution of internal publications.
- Summer '16**      **Notional Rail, London, Customer Assistant**  
Responding to customer enquiries.
- Summer '15**      **Long Homes, London, Management Assistant**  
Editing website content for our sales division.
- 10/14–06/15**      **Child volunteers, London, various temporary posts**  
**Voluntary Support Worker**  
Supervising volunteers and school interns.

#### Education

- 2015 – 2018**      **South Plymouth University, BA English, 2.1**
- 2009 – 2015**      **Childs Hill School, Plymouth**  
3 A Levels and 7 GCSEs including English, Maths, French and Spanish

#### Interests

- Reviewing modern art on my own blog at [www.neilssart.com](http://www.neilssart.com).

#### Further contact details

Neil Cochrane: 18 Avery Park, Plymouth, PL4 2PY, 01752 642 3471

Experience is placed above education because it's more relevant

The advert is so short further research was necessary

This information can be placed lower down in the CV because it's not as important as the applicant's mobile phone number and email address



Skills are taken directly from the job advert. Don't be afraid to use the same words!

Bullet points make the skills easier to scan

## Skills profile

### Enthusiasm

- I have a genuinely positive attitude and enjoy working in lively teams.
- For example, I got through long shifts at The King's Head by having fun with colleagues and getting to know clients.

### Passion for food, beer and wine

- My experience at The Cow's Head gave me a real appreciation of modern British cuisine including the importance of sourcing good quality ingredients and keeping meals simple and fresh.
- Good beer and wine are central to the eating out experience, I personally prefer your bold Merlots such as Gillard's.

### Customer service

- Throughout my employment experience I have an ability to keep a smile on my face, listen to customer needs and respond quickly.
- For example, at The Cow's Head I was taught to proactively look out for unhappy customers and improve their experience.

### Serving food

- I memorise what's on the menu and each dish's individual ingredients so I can quickly and confidently answer customer queries.
- I am happy to recommend beers and wines that suit individual dishes.
- I clarify orders with customers before passing them on.

### Cleaning

- I am always happy to keep things clean in the bar because this leads to a bright and attractive environment and a much happier workplace

### English/Communication

- My professional experience and English degree give me the ability to easily communicate with a wide range of people. I also speak French and Spanish.

### Referees

**Bar work:** Mike Drink, Landlord, The King's Head, Plymouth PL2 2TF, 01752 632 4678, m.drink@kingshead.co.uk.

**Waiting:** Jenny Deliverance, Manager, The Cow's Head, Plymouth, PL1 4RD, 01752 646 5678, deliverance@cowshed.co.uk.

Clearly link your previous experience to the skills required in this role

It's good to show personal knowledge of the organisation

Try to use relevant referees who are respected in the field