

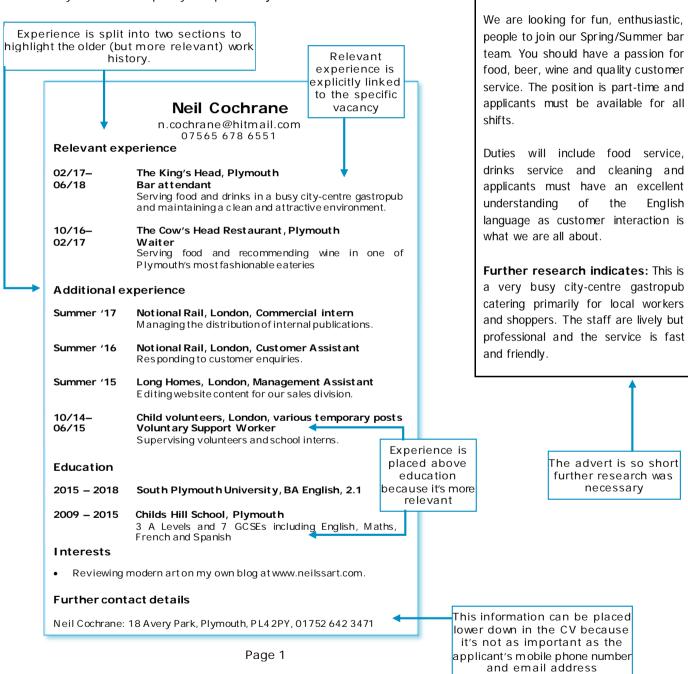
Job Description

Bartender



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.



THE GRADUATE CAREER GUIDEBOOK STEVE ROOK



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

Ent husiasm

- 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@cowshead.co.uk.

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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