[Your Full Name]

[Cell number]
[Email address]
[Area/Suburb, City]
[LinkedIn profile link - optional]

PERSONAL STATEMENT

Bartender with [X] years' experience in [restaurant/bar/club/events] environments. Comfortable with cocktail prep, draught service, POS ordering, and cash/card handling including daily cash-ups. Consistent about hygiene, bar setup, and stock rotation, with a service style that stays friendly under pressure. Available for night shifts, weekends, and public holidays.

KEY SKILLS

- Cocktails: [list 5–8 you can confidently make, e.g., Mojito, Margarita, Long Island, Pina Colada, Old Fashioned]
- POS operation and order accuracy
- Cash handling, card payments, refunds, tips management
- Cash-ups and basic reconciliation
- Bar setup, prep, and closing procedures
- Stock receiving support, restocking, FIFO rotation
- Glassware hygiene, cleaning and sanitising
- Customer service and handling complaints professionally

WORK EXPERIENCE

Bartender — [Venue name], [City]
[Month Year] – Present

- Served cocktails, spirits, beer and wine in a busy service environment, keeping order accuracy during peak periods.
- Handled cash and card payments, maintained float control, and supported end-of-shift cash-ups with accurate records.
- Completed bar prep and restocking before service; rotated stock using FIFO to reduce wastage.
- Kept bar area clean and organised, including glassware hygiene and closing duties.
- Worked closely with waitrons and kitchen staff to manage delays and customer expectations.

Waiter / Bar assistant — [Restaurant/Event company], [City]
[Month Year] – [Month Year]

- Took drink orders and supported bar service during functions, prioritising speed and customer experience.
- Assisted with garnish prep, ice, glassware, and restocking fridges and bar stations.

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- Processed card payments and cash, issued slips, and maintained neat payment records.
- Supported setup and pack-down for events, following hygiene and safety standards.

EDUCATION

[Highest qualification] — [School/College/Training provider], [City]
[Year completed or “In progress”]

CERTIFICATES

- [Responsible alcohol service / short course] — [Provider], [Year] (if applicable)
- [First Aid Level 1] — [Provider], [Year] (optional)

REFERENCES

[Ref 1 name and surname] — [Job title], [Company]
[Cell number] | [Email]

[Ref 2 name and surname] — [Job title], [Company]
[Cell number] | [Email]

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