[Your Full Name]

Cell: [0XX XXX XXXX]
Email: [name@email.com]
Location: [Suburb, City]
Transport: [Taxi route/own car/lift club] | Willing to travel to: [areas]
[Optional: LinkedIn/portfolio link]

AVAILABILITY

[Mon: __:__–__:__] | [Tue: __:__–__:__] | [Wed: __:__–__:__]
[Thu: __:__–__:__] | [Fri: __:__–__:__]
[Sat: __:__–__:__] | [Sun: __:__–__:__]
Available to start: [immediately/from date].

PROFILE

[Student / entry-level worker / working parent] seeking a part-time role in [retail / restaurant / promotions]. Reliable and punctual, comfortable with [customers/cash/stock], and available for [weekend/after-hours] shifts. Based in [area] with [transport plan].

KEY SKILLS

- Customer service: greeting, helping, handling questions politely
- Cash handling / till support: counting, basic change, receipts (where applicable)
- Stock support: packing shelves, checking labels/expiry dates, keeping displays neat
- Cleanliness & hygiene: following store/food-safety routines, cleaning as you go
- Teamwork: taking instructions, helping during busy periods, clear communication
- Time management: arriving early, working to a shift schedule

WORK EXPERIENCE

[Role / Volunteering / Informal Work] — [Place], [City]
[Month Year] – [Month Year]

- [Example: Assisted with customer queries and directed people to the correct service point.]
- [Example: Set up tables/stock and cleaned the area before and after events.]
- [Example: Handled a small cash box and recorded sales on a simple sheet.]
- [Example: Worked weekend shifts and communicated early if transport delays happened.]

[Role / Responsibility] — [School/Community], [City]
[Month Year] – [Month Year]

- [Example: Class rep/prefect duties: collected forms, shared notices, managed deadlines.]
- [Example: Coordinated a small team for an event and kept attendance.]

EDUCATION

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[Highest qualification] — [School/College], [City]
[Year completed or "In progress"]
[Optional: Relevant subjects/modules if requested in the advert]

CERTIFICATES (OPTIONAL)

- [First Aid Level 1 / Food safety short course / Computer literacy / etc.] — [Provider], [Year]

REFERENCES

Available on request.

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