Your Name

M: (123) 456-7890
E: no_reply@example.com

Passionate about cafe and hospitality environments, wanting to develop my skills further in coffee making and customer service.

AVAILABILITY

Monday - Friday after 4pm, Saturday & Sunday 9am - 3pm

EXPERIENCE

Coffee Couch Cafe, Melbourne — *Yr 9 Cafe Experience*

March 2024

A small cafe in the school grounds, serving coffee and lunch.

Customer Service: Greeting every customer with a smile and a friendly approach.
Teamwork: Worked as a part of a five-person team, assisting each member where I could.
Adaptable: Always asked questions and accepted feedback to perform tasks to higher standards.
Computer Literacy: Able to use basic computer programs including excel to track sales and process payments.
Punctual: Arrived at every shift ten minutes early with correct uniform.

Salvation Army, Melbourne — *Red Shield Appeal Volunteer*

2022 - PRESENT

Visiting local houses in the area to complete the red shield appeal.

Friendly: Approached every house with a friendly and warm demeanour.
Social Media Platform Knowledge: Provided community updates through Facebook and Instagram for collections, and a tally of the local area.
Reliable: Completed a collection every year for the local Salvation Army branch, always trying to improve on the previous years tally.

EDUCATION & SHORT COURSES

Australian Grammar School, Year 9

2021 - 2027

An independent co-ed school in the city of Melbourne.

Current Subjects: English, Maths, History, Science, Italian, Physical Education

Beginner Barista Certificate

2024

REFEREES AVAILABLE UPON REQUEST

SKILLS & PERSONALITY TRAITS

- Teamwork
- Customer Service
- Reliable
- Adaptable
- Punctual
- Social Media Platform Knowledge
- Computer Literacy
- Microsoft Office
- Problem Solving
- Efficient
- Friendly
- Polite

AWARDS & ACHIEVEMENTS

Student Council Member *2021 - 22*

Soccer Vice-Captain *2020 - 21*

Academic Achievement in Maths *2022*

LANGUAGES & INTERESTS

- Music
- Films
- Cooking
- Italian (Beginner)

Your Name

M: (123) 456-7890
E: no_reply@example.com

Passionate about cafe and hospitality environments, wanting to develop my skills further in coffee making and customer service.

AVAILABILITY

Monday - Friday after 4pm, Saturday & Sunday 9am - 3pm

EXPERIENCE

Coffee Couch Cafe, Melbourne — *Yr 10 Work Experience*

May 2020

A small cafe in Melbourne CBD serving coffee and lunch

Customer Service: Greeting every customer with a smile and a friendly approach.
Teamwork: Worked as a part of a five-person team, assisting each member where I could.
Adaptable: Always asked questions and accepted feedback to perform tasks to higher standards.
Computer Literacy: Able to use basic computer programs including excel to track sales and process payments.
Punctual: Arrived at every shift ten minutes early with correct uniform.

Salvation Army, Melbourne — *Red Shield Appeal Volunteer*

2019 - PRESENT

Visiting local houses in the area to complete the red shield appeal.

Friendly: Approached every house with a friendly and warm demeanour.
Social Media Platform Knowledge: Provided community updates through Facebook and Instagram for collections, and a tally of the local area.
Reliable: Completed a collection every year for the local Salvation Army branch, always trying to improve on the previous years tally.

EDUCATION & SHORT COURSES

Australian Grammar School, Year 10

2017 - 2023

An independent co-ed school in the city of Melbourne.

Current Subjects: English, Maths, History, Science, Italian, Physical Education

Beginner Barista Certificate

2020

REFEREES AVAILABLE UPON REQUEST

SKILLS & PERSONALITY TRAITS

- Teamwork
- Customer Service
- Reliable
- Adaptable
- Punctual
- Social Media Platform Knowledge
- Computer Literacy
- Microsoft Office
- Problem Solving
- Efficient
- Friendly
- Polite

AWARDS & ACHIEVEMENTS

Student Council Member *2018 - 20*

Soccer Vice-Captain *2020 - 21*

Academic Achievement in Maths *2020*

LANGUAGES & INTERESTS

- Music
- Films
- Cooking
- Italian (Beginner)