**CV Template 1 – Retail / Customer Service**

Full Name: [Your Name Here] City, Province: [City, Province] Phone: [Phone Number] Email: [Email Address]

**Profile Summary** [Write a short paragraph highlighting your availability, reliability, and customer service skills.]

**Key Skills** - [Skill 1] - [Skill 2] - [Skill 3] - [Skill 4] - [Skill 5]

**Experience** **Job Title, Company Name** [Month Year – Month Year] - [Responsibility/Task 1] - [Responsibility/Task 2] - [Responsibility/Task 3]

**Volunteer/Project Experience** **Role, Organisation/Project** [Month Year – Month Year] - [Responsibility/Task 1] - [Responsibility/Task 2]

**Education** [Highest Qualification, Institution, Year]

**Availability** [Available immediately/flexible schedule including weekends and public holidays]

**References** [Available upon request]

**Cover Note** Dear [Hiring Manager’s Name],

I am applying for the [Job Title] position at [Company Name]. I am available immediately and bring experience in [Key Skills]. I am enthusiastic about contributing to your team during the festive season.

Kind regards, [Your Name]

**CV Template 2 – Hospitality / Events**

Full Name: [Your Name Here] City, Province: [City, Province] Phone: [Phone Number] Email: [Email Address]

**Profile Summary** [Write a short paragraph highlighting your availability, reliability, and experience assisting at events.]

**Key Skills** - [Skill 1] - [Skill 2] - [Skill 3] - [Skill 4] - [Skill 5]

**Experience** **Job Title, Organisation Name** [Month Year – Month Year] - [Responsibility/Task 1] - [Responsibility/Task 2] - [Responsibility/Task 3]

**Volunteer/Project Experience** **Role, Organisation/Project** [Month Year – Month Year] - [Responsibility/Task 1] - [Responsibility/Task 2]

**Education** [Highest Qualification, Institution, Year]

**Availability** [Available immediately/flexible schedule including weekends]

**References** [Available upon request]

**Cover Note** Dear [Hiring Manager’s Name],

I am applying for the [Job Title] role at [Company Name]. I am available immediately and have experience supporting events and providing excellent customer service. I am eager to contribute to your team during busy periods.

Kind regards, [Your Name]

**CV Template 3 – Administration / Office Support**

Full Name: [Your Name Here] City, Province: [City, Province] Phone: [Phone Number] Email: [Email Address]

**Profile Summary** [Write a short paragraph highlighting your availability, organisational skills, and office support experience.]

**Key Skills** - [Skill 1] - [Skill 2] - [Skill 3] - [Skill 4] - [Skill 5]

**Experience** **Job Title, Company Name** [Month Year – Month Year] - [Responsibility/Task 1] - [Responsibility/Task 2] - [Responsibility/Task 3]

**Volunteer/Project Experience** **Role, Organisation/Project** [Month Year – Month Year] - [Responsibility/Task 1] - [Responsibility/Task 2]

**Education** [Highest Qualification, Institution, Year]

**Availability** [Available immediately/flexible schedule including weekends]

**References** [Available upon request]

**Cover Note** Dear [Hiring Manager’s Name],

I am applying for the [Job Title] position at [Company Name]. I am available immediately and have experience in data entry, office tasks, and teamwork. I am motivated to contribute effectively to your team during the short-term assignment.

Kind regards, [Your Name]