

# Part-Time Job Resume for Students

Part-Time Job Resume for Students [Free Template]

Your Full Name

[Your Address - optional]

Phone: (Your Phone Number) | Email: your.email@example.com

LinkedIn / Portfolio / Personal Website (if any)

## Objective

Energetic and responsible student seeking a part-time position to gain hands-on experience while contributing to team success. Strong work ethic, quick learner, and committed to providing quality service in any role.

## Education

[Your School / University Name]

[Your Program or Degree]

Expected Graduation: [Month, Year]

GPA: [Your GPA if 3.0 or above]

## Work Experience

Job Title - [Company Name], [City, State]

[Month Year - Month Year or Present]

- Bullet point 1: Action verb + what you did + result.
- Bullet point 2: Key responsibility or achievement.
- Bullet point 3: Skill or software/tool used.

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(Repeat for any previous part-time, volunteer, or internship experience)

## Skills

- Communication
- Time management
- Customer service
- Teamwork
- [Add any software or tools: e.g., Microsoft Word, Canva, POS systems]

## Activities & Volunteering

[Club/Organization Name] - [Role or Member], [Year]

- Brief description of your involvement or achievement.

## Certifications (Optional)

- [Certification Name] - [Issuing Body], [Year]

## Availability

- Weekdays: [Specify time slots]
- Weekends: [Flexible / Specify times]

## References

Available upon request.