JAMIE LOPEZ

ENTRY-LEVEL RETAIL & CUSTOMER SERVICE

Melbourne VIC | 04XX XXX XXX | jamie.lopez@example.com

PROFILE

Motivated school leaver looking for a first paid retail or customer service role. Brings reliability, clear communication and experience helping at community activities. Ready to learn store procedures.

RELEVANT EXPERIENCE

UNPAID / COMMUNITY

Community Event Volunteer

Example Community Centre, Spain
Sep 2025 - Jun 2026

- Welcome visitors and explain activities
- Help set up tables, signs and materials
- Keep shared spaces tidy

SCHOOL PROJECT

Student Group Project
Example School | 2025

- Plan shared tasks and meet deadlines
- Present information clearly
- Support teammates

TRANSFERABLE SKILLS

Customer communication | Teamwork
Organisation | Basic computer skills

EDUCATION

Secondary School Certificate
Example School, Spain
2026

LANGUAGES

Spanish - Native
English - Intermediate
Replace with your level

AVAILABILITY

[Your days and hours]
[Start date]

WORK RIGHTS

[Your current visa
and work conditions]

References: teacher or volunteer supervisor, with permission.