

Hana Walker

Year 13 student · Part-time supermarket or retail work

Tauranga · hana.walker@example.com · 021 555 0172 ·

NZ citizen · Free after 3:30 pm on weekdays, weekends and school holidays · Restricted licence

PERSONAL STATEMENT

Year 13 student at Harbourview College, finishing NCEA Level 3 this year. I've helped customers on a work placement, handled the money for a student business and coach junior netball. I'm looking for part-time work in a supermarket or shop that I can keep while I study next year.

KEY SKILLS

Skills: Customer service, Cash and EFTPOS, Stock counts, Working with children, Microsoft Excel

EDUCATION

NCEA Level 3 (in progress)

2026

Harbourview College, Tauranga

- NCEA Level 2 with Merit endorsement, 2025
- Course endorsement with Excellence in Level 2 Business Studies
- Level 3 subjects: English, Business Studies, Statistics, Geography, Te Reo Māori

SCHOOL, SPORT AND VOLUNTEERING

Young Enterprise company, Year 12

February 2025 – November 2025

Finance lead

- Tracked sales and costs for a team of 5 selling reusable lunch wraps: 210 sold, \$640 profit.
- Ran the EFTPOS and cash float at 4 weekend markets.

Bayside Netball Club

April 2024 – Present

Junior coach and player

- Coach a team of 9 players aged 9 and 10 at a weekly practice and Saturday games.

WORK EXPERIENCE

Retail assistant (Gateway work placement, unpaid)

August 2025 – September 2025

Coastside Hardware · Tauranga

- One day a week for 8 weeks: restocked shelves and helped customers find products.
- Learned the store's stock-count process and counted the garden aisle on my own by week 6.

Babysitter

March 2024 – Present

Three local families · Tauranga

- Look after children aged 2 to 8 for up to 5 hours at a time, including dinner and bedtime.

CERTIFICATES AND LICENCES

Workplace First Aid, St John

2025

REFEREES

- Rachel Ford, Business Studies teacher, Harbourview College · 07 555 0184 · r.ford@example.com
- Sam Patel, parent I've babysat for since 2024 · 021 555 0139 · sam.patel@example.com