

Generic Resume Template

[Full Name]

[Email Address]

[Phone Number (mark cell or home)]

[Physical Mailing Address]

Professional Summary

[Indicate your best qualities and your interest in the position for which you are applying] I am a highly motivated customer service associate interested in expanding my skillset to include low-end sales. I have an outgoing personality and can connect with most customers within the first 20 seconds of our interaction. I am process driven, self-motivated and eager to learn.

Skills

[Create a short list of your top skills or skills that you have that pertain to the specific job for which you are applying]

- Customer Service
- Communication
- Intermediate Computer Capabilities (Microsoft Office Functions, Outlook)

Work History

[Date of employment from current or last position]

[Position Title] – [Company Name] – [City, State]

[Brief outline of your responsibilities]

- Greeting customers
- Assisting them around the store
- Cash handling

Education

[Degree Type]: [Name of Degree if applicable] [Date of completion]

[Finishing school or university for degree] - [City, State]

References available upon request