



SAMPLE RESUME

Robin Zephyr

100 East 22nd Street

Mytown, MA 01000

Home 400-555-0000

rzephyr@pretend-email.com

Summary

- Experienced cashier
- Self-starter
- Work well alone or in a team
- Strong teamwork attitude
- Excellent at handling complaints respectfully and calmly
- Recognized for positive customer service by customers and manager

Skills

Problem-solving

Organizing

Red Cross certified for standard first aid

Customer service

Software: MS Word MS Excel

Work Experience

Cashier, 2015-present

ZYX Grocery Store, Mytown, MA

Process payments in cash or by credit card. Manage large amounts of cash. Learned product locations and sales policies of store to improve my customer service knowledge. Balance cash register every day. Participated in teamwork training.

Childcare, 2013-present

Various neighbors and my school teachers, Mytown, MA

Take care of children evenings and overnights. Prepare meals, clean up, help with homework, play games and administer first aid when needed.

Volunteer Experience

Library Assistant 2014 – Present

Mountain View Library, Mytown, MA

- Organize and shelve books and media
- Help computer lab users
- Read to children during reading hours

Education

High school diploma, Central High School, Mytown, MA, 2015

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