

First Lastname

Email: your.email@example.com | Phone: (123) 456-7890 | City, State

PROFESSIONAL SUMMARY

Motivated and customer-focused individual seeking an entry-level Sales Associate position. Possesses strong communication abilities, quick learning aptitude, and dedication to achieving team goals. Ready to contribute positively in a fast-paced retail environment.

CORE SKILLS

- Customer Service
- Verbal Communication
- Cash Handling
- Point-of-Sale Systems
- Teamwork
- Active Listening
- Problem-Solving
- Time Management

EDUCATION

High School Diploma â€“ School Name, City, State

Month YYYY

WORK EXPERIENCE

Customer Service Intern â€“ Company Name, City, State

Month YYYY â€“ Month YYYY

- Assisted customers with questions and purchases in a busy retail environment
- Operated cash register and handled transactions accurately
- Maintained product displays and restocked shelves as needed

VOLUNTEER EXPERIENCE

Volunteer Sales Assistant â€“ Organization Name, City, State

Month YYYY â€“ Month YYYY

- Provided customer support during community fundraising events
- Helped set up displays and process payments

REFERENCES

Available upon request.