

# Jane Doe

Email: jane.doe@email.com  
Phone: (123) 456-7890  
Location: City, State  
LinkedIn: linkedin.com/in/janedoe

## Professional Summary

Enthusiastic and dedicated aspiring Sales Associate with strong interpersonal and communication skills. Eager to leverage customer service experience and a passion for retail to drive sales and deliver outstanding customer experiences.

## Education

**Bachelor of Business Administration** 2024  
State University, City, State

## Relevant Experience

**Customer Service Intern** 2023  
ABC Retail Store, City, State

- Assisted customers with inquiries, product selection, and checkout.
- Restocked merchandise and maintained organized displays.
- Collaborated with team members to meet daily sales goals.

## Core Skills

- Customer Service
- Effective Communication
- Teamwork
- Cash Handling
- Sales Techniques

## Technical Skills

- Point of Sale (POS) Systems
- Microsoft Office Suite
- Inventory Management Basics

## Projects & Involvement

### Sales Team Project, University Business Club

- Collaborated in a team to organize simulated retail sales events.
- Developed marketing materials and improved customer approach strategies.

### Volunteer, Local Food Drive

2022

- Supported event organization, stock management, and customer interactions.

## References

Available upon request.