**YOUR FULL NAME**  
  
Your mailing address  
Your phone numbers  
Your email address

**Objective**

*Examples:*

Seeking a position as a cashier in an established company.

A cashier position in a company that recognizes hard work and reliability as central to successful job performance.

To secure the position of cashier in a busy work environment.

**Work Experience**

**Cashier**

Sports Authority, New York, NY

February 2013 – Date

* help customers in person and telephonically
* deal with customer inquiries and complaints
* process sales and payments
* issue refunds and credits
* process returns and exchanges
* balance sales and receipts
* maintain records of all transactions
* wrap merchandise
* monitor inventory
* assist with product display and pricing

**Cashier**

Kmart, Staten Island, NY

October 2012 - January 2013 (seasonal job)

* processed sales and service transactions at the cash wraps
* handled customer issues
* restocked returned items
* balanced money in cash register with sales data

**Education**

Staten Island Technical High School, NY

High School Diploma 2012

**Technical Skills**

* MS Word
* Data entry skills
* Numeracy skills
* Cash management

**Core Competencies**

* communication skills
* accuracy
* customer service skills
* problem-solving
* honesty
* reliability
* flexibility

**References**

Available on request