|  |  |  |  |
| --- | --- | --- | --- |
|  | | |  |
|  | **CASHIER RESUME** | | 3665 Summer Street, Helena, MT 55555 youremail@gmail.com | (123) 456-7890 |
|  | | | |
| **SUMMARY** | | Decisive head cashier with 7+ years of experience providing excellent customer service, handling daily accounts, and maintaining inventory. Aiming to use retail knowledge and expertise to effectively fill a managerial role at JP Electronics. | |
|  | |  | |
| **PROFESSIONAL EXPERIENCE** | | **Head Cashier**  *Best Buy, Helena, MT*  *September 2018–Present*   * Apply expertise in business administration, record keeping, planning, policies, procedures, researching, scheduling, and related responsibilities to ensure productive operations * Open and close the registers, train 4 new cashiers each month, monitor cash limits, and ensure quality customer service at all times * Operate POS cash register, handling 92 transactions on average daily, and verify money counts in cash drawers * Have a reputation for prompt, efficient service with high-level accuracy, receiving 97.9%+ customer satisfaction ratings each year * Maintain thorough knowledge of store merchandise and sell store credit cards | |
|  | |  | |
|  | | **Cashier**  *Barnes & Noble., Helena, MT*  *February 2016–September 2018*   * Implemented new customer service strategies, increasing customer satisfaction by 9% in 6 months * Resolved customer complaints and provided product information * Calculated total payments received each month and reconciled the results with total sales * Compiled and maintained non-monetary reports and records | |
|  | |  | |
|  | | **Cashier**  *Wal-Mart, Helena, MT*  *December 2014–February 2016*   * Solved billing problems and answered customer inquiries * Balanced cash drawer at the close of each shift * Managed backup inventory ordering and shelf stocking | |
|  | |  | |
| **EDUCATION** | | **Bachelor of Science in Communications, May 2014**  **Honors: *cum laude* (GPA: 3.7/4.0)**  *Carroll College, Helena, MT* | |
|  | |  | |
| **ADDITIONAL**  **SKILLS** | | * Microsoft Office (Word, Excel, and PowerPoint) * Oracle, SAP, and data entry * Proven communication skills | |

**Logo

Description automatically generated**

**Dear Job Seeker,**

Our “White House” resume emphasizes simplicity and class. Its two-column format neatly left-aligns your headers and creates more space to highlight your career history.

The “White House” template works well for anyone who is applying for more conservative roles, like [real estate](https://resumegenius.com/resume-samples/real-estate-resume-example), banking, and finance.

If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)

·     How to Write a Resume

·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Once you have a great resume, pair it with a convincing cover letter using our matching [2021 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)

·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)

·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Best regards,

Shape

Description automatically generated with medium confidence