SAMPLE RESUME MAKEOVER

Donna Marks 15 State Street Miami, FL 22222 Phone: 555-555-555

"BAD"

OBJECTIVE

To obtain a challenging position with opportunity and growth. I am a good worker and speak Spanish fluently.

WORK HISTORY

CASHIER ACTION MART Miami - Florida

1998 to current

Responsibilities consist of:

- Operating a cash register
- Take money and make change
- Help customers with questions and merchandise
- Reconcile cash drawer
- Perform other duties as assigned

BABYSITTER VARIOUS Miami - Florida

1994 to 1998

Responsibilities consist of:

- Babysit for babies and toddlers.
- Feed, bathe and take care of daily activities

EDUCATION

ABC HIGH SCHOOL High School Diploma June, 1998 Miami - Florida

HOBBIES AND PERSONAL INTEREST

Action movies, reading, spending time with my family

References: Available upon request

SAMPLE RESUME MAKEOVER

Donna Marks 15 State Street Miami, FL 22222 Phone: 555-555-555

OBJECTIVE

To obtain a challenging position with opportunity and growth as a cashier in a large retail setting.

SUMMARY OF QUALIFICATIONS

Fast, accurate, and courteous cashier with three years of experience in a large retail setting. Friendly and professional when dealing with the public; maintain composure during fast-paced, sometimes hectic situations. Frequently commended by supervisor for excellent work performance and helping Spanish speaking customers.

EXPERIENCE

8/1998 - Present Action Mart Miami, FL

Cashier

- Regarded as one of the fastest cashiers in the store, quickly and accurately processing orders at checkout while developing rapport with customers.
- Informed by repeat customers that they search for my register in order to enjoy a fast, hassle-free checkout.
- Maintained perfect attendance for three consecutive years.
- Quickly learned optical price scanner system and keep up-to-date on featurepriced items and coupon deals.
- Actively promoted the store's United Charities donation drive, helping the store raise \$125,000 during three-month campaign.
- Cultivated repeat and referral business through excellent customer relations.

EDUCATION

6/1998 ABC High School Miami, FL

High School or equivalent High School Diploma