

SAMPLE RESUME

Jane Doe

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Joliet, IL 60431
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OBJECTIVE:

To obtain a part-time position in customer service that will utilize my previous retail sales experience

EDUCATION:

Joliet Junior College, Joliet, IL
Associate in Applied Science
Major: Business Administration
Expected graduation date: May 2014

SUMMARY OF QUALIFICATIONS:

- Two years of retail and customer service experience
- 2010 Customer Service Excellence Award recipient
- Proficient in Microsoft Word, Excel, and PowerPoint
- Ability to type 55 WPM
- Speak, read, and write English and Spanish fluently

WORK EXPERIENCE:

American Eagle Outfitters, Joliet, IL September 2012 to Present
Sales Associate

- Greet customers and answer questions about merchandise
- Assist with sizes, recommend styles and monitor dressing room
- Operate cash register

Wendy's, Bolingbrook, IL June 2010 to August 2012
Cook

- Prepared menu items according to customer specifications
- Cleaned food preparation areas, cooking surfaces and utensils
- Stocked food and beverage stations
- Maintained health, sanitation and safety standards in work environment

ACTIVITIES:

Multicultural Office of Student Affairs, Peer Mentor
January 2013 – present

JJC Volunteers Club, Secretary
October 2012 – present

REFERENCES:

Available upon request