Chronological Example:

Jane Smith
123 Career Street
Burnaby, BC V1V 1V1

email: jane.smith@abc.ca
Cell: 604-555-2121
Home: 604-555-1212

Objective: To obtain an auxiliary cashier position at the City of Burnaby in order to showcase my proven customer service skills when working with the public.

Education:

2006 – Present ABC High School
Burnaby, BC

Experience:

Starbucks, Burnaby, BC January 2007 – June 2011
Cashier and Barista *(part time)*

- Responsible for opening and closing of the store on weekends
- Maintained a fast pace in successfully working with over 400 clients daily
- Consistently balanced cash register within $2.00
- Trained new staff in correct cash handling procedure and customer service skills
- Used MS Word and Excel to document training scheduled and provide updates to the manager
- Sound knowledge of entire product line and able to successfully make all products under pressure

Costco, Burnaby, BC June 2006– August 2006
Cashier *(full time during the summer)*

- Responsible for accurate high volume cash handling
- Assist clients with any pricing queries
- Ensure that the clients have sourced required product or dispatch clerk to obtain missing product
- Initial point of contact for client complaints with most of the issues being resolved without needing to escalate

Additional skills:

Fluent in written and spoken French
Advanced skills in MS Word, Excel, and PowerPoint

References available upon request