

SALES CLERK FUNCTIONAL RESUME EXAMPLE

Address Line 1, Address Line 2, City, State Zip, * (212) 256-1414 * jane.smith@gmail.com

PROFESSIONAL SUMMARY

Proven Track Record of boosting month-to-month sales figures by +10%

Strong customer service skills: Predict, evaluate, and meet the specific needs of customers

Interpersonal skills: Expert at getting product from the backroom to the floor in a cost-effective and timely manner

Awarded “Employee of the Month” for consistently receiving positive customer feedback

RELEVANT SKILLS

CUSTOMER SERVICE

- Receive a +95% on customer service feedback surveys on a consistent basis by providing a friendly in-store environment
- Enhance the customer experience by providing quality assistance and in-depth product knowledge
- Educate customers on up-and-coming brands and the latest fashion trends

SALES

- Exceeded sales goals an average of 10% for 5 straight months
- Upsell customers through the recommendation of products that meet their specific needs
- Process 30+ customer transactions a day and factored sales, discounts, and promotions into the final price

MERCHANDISING

- Restock and organize new shipments of inventory in a timely manner, cutting average of 2 days off the merchandising process
- Develop and create unique displays that attract customers to a desired product
- Team worker who is able to adapt in highly dynamic and changing situations in the office

WORK HISTORY

Ulta, Manhattan, NY
(2016-2017)
Sales Clerk

GAP, Albany, NY
(2014-2015)
Sales Representative

The North Face, Albany, NY
(2012)
Retail Clerk

EDUCATION

Associates Degree / Fine Arts

Nassau Community College, Garden City, NY

3.77 GPA

Dear Job Seeker,

If you're struggling to write your resume, **don't worry**. You're in good company – everyone has difficulties making a resume. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](#).

Or, here's some other content that might help you finish your resume.

- [Free Resume Builder](#)
- [How to Write a Resume](#)
- [Resume Samples by Industry](#)

Oh, and by the way, **you're also going to need a cover letter**.

- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)