

YOUR NAME

Desired Job Title

(123) 456-7890 | youremail@email.com | New York, NY

PROFESSIONAL SUMMARY

Put into three or four sentences what skills and experience you have that would make you the perfect for the job you're applying for.

WORK EXPERIENCE

JOB TITLE [MOST RECENT JOB FIRST] Company Name, New York · **Month 20XX – Present**

- Write 3 to 4 bullets about the job that are detailed, but short
- Emphasize your achievements when possible, rather than just listing your duties
- Use keywords that the recruiter may be scanning for. Review job posting for common terms they use
- Do no use “I” or “Me” or “My”

JOB TITLE Company Name, New York · **Month 20XX – Present**

- Managed all cash transactions with customers, handling on average \$3,000 daily with 100% accuracy.
- Assisted in inventory management, helping to maintain a well-organized and visually appealing store.
- Developed and implemented a new process for handling returns, improving efficiency by 20%.
- Routinely cross-sold related products at checkout, contributing to a 15% increase in add-on sales.

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EDUCATION

Degree or certification, School Name (If you have a college degree, remove high school)
Year(s) attended | City, STATE

SKILLS / LANGUAGE / CERTIFICATIONS

- *Hard skills:* Insert hard skills
 - *Soft skills:* Insert hard skills
 - *Language:* Insert language(s) & proficiency
 - *Certifications:* Insert certification(s)
-

INTERESTS

Insert interests outside of work.

Check out all our free resources:
resources.bandana.com

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(123) 456-7890 | ouremail@email.com | New York, NY | bandana.co/profile/name/

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Check out the
[full Bandana resume guide here](#)