[Your Full Name]

[Suburb, City, Province]
[Cell number] · [email@example.com]

PROFILE

Reliable and friendly job seeker based in [City] with customer service experience from weekend retail work and volunteering. Comfortable with cash handling, packing stock and basic Excel. Available immediately for shift and weekend work.

SKILLS

- Customer service (in-person and phone)
- Cash handling and basic cash-up
- Stock receiving, packing and labelling
- Microsoft Excel (basic)
- Timekeeping and reliability
- Teamwork and shift handovers

EXPERIENCE

Casual Work – Cashier, promoter
[Year] – [Year]

- Handled cash and card payments and helped with end-of-day cash-up.
- Answered customer questions and explained products during promotions.
- Packed shelves and kept the store area clean during peak times.

Volunteer – [Organisation name], [City]
[Month Year] – [Month Year]

- Helped register visitors and kept attendance lists up to date.
- Set up and packed away chairs and materials for weekly events.

EDUCATION

National Senior Certificate (Matric) – [School], [Year]

ADDITIONAL INFORMATION

Languages: [Language 1, Language 2]
Driver's licence: [Code / None]
Availability: [Immediately / Notice period]

REFERENCES

Available on request.

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