

ENTRY-LEVEL RETAIL CV SAMPLE

By CV Genius

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CV SUMMARY

Enthusiastic and committed retail assistant with a week's work placement in customer-facing roles, primarily in athletic apparel. Recognised for engaging customers effectively and fostering a positive shopping environment. Eager to contribute to team success through hard work, attention to detail, and excellent organisational skills. Flexible with availability, including nights, weekends, and holidays.

WORK PLACEMENT

JD SPORTS, Sheffield

Retail Assistant (Work Placement) June 20XX

- Customer Engagement:** Routinely engaged with customers to deliver an elevated shopping experience, achieving a 95% customer satisfaction rating through personal interactions and assistance
- Product Knowledge:** Developed and maintained extensive knowledge of current athletic products and upcoming trends, enabling personalised customer recommendations
- Operational Support:** Assisted in inventory management and store merchandising, ensuring product availability and appealing store layouts
- Team Collaboration:** Worked closely with 14+ team members to ensure a cohesive and inclusive work environment, leading to improved store efficiency and customer service

EDUCATION

BTEC LEVEL 3 NATIONAL DIPLOMA IN BUSINESS, Sheffield

Sheffield College 20XX-20XX

Specialised in Customer Service & Sales Management

KEY SKILLS

Customer service excellence

Sales proficiency and upselling

Initiative and self-motivation

Trend awareness

Flexibility in scheduling

Team collaboration

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Our goal at CV Genius is to provide you with the resources you need to get the job you want, and having a professional-looking CV is an essential part of that mission.

That's why each one of our CV templates is carefully created to make your application look polished and easy to read. Additionally, our templates are designed to help your CV get past the Applicant Tracking System software that many large employers use to scan through applicants.

However, writing an impressive CV isn't only about the template you use. Make sure your CV also highlights your qualifications, skills, and experience by using our free resources and reading our articles written by certified career coaches:

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- [CV layout](#)
- [CV examples by industry](#)
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After you've finished writing your CV, download a matching [cover letter template](#) and write a cover letter tailored to the position you're applying for to give your job application an extra boost.

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Best regards,

The CV Genius Team