

Good CV format

Chloe Ferguson | Sales Assistant

Location: **Exeter**
Telephone: **07777777777**
Email: **Chloe@ChloeFerguson.com**

Professional Profile

'Customer-focused Sales Assistant with over 6 years' experience in a high street retail setting, consistently achieving excellent sales figures'

As a proactive, confident retail professional with successful sales experience in clothing retail, I am skilled in forming relationships with customers and offering expert advice on the most appropriate products and services for their needs. I am a target-oriented individual who loves the challenge of ensuring every customer gets what they are looking for.

Core Skills

- Clothing retail
- Customer care
- Consultative sales
- Extensive product knowledge
- POS systems
- Complaint handling

Career Summary

Nov 2017 - Present

Fashion & Home Co, Exeter
Sales Assistant

Outline
Working for a high footfall home and fashion retail outlet, reporting to the Store Manager. Responsible for advising customers and processing sales across all products and services

Key Responsibilities

- Achieve personal sales targets and KPIs, alongside supporting the store to achieve store targets
- Greet new and existing customers, tailoring services and selecting appropriate products to meet their needs and expectations
- Answer the phone and help with all customer queries and complaints, ensuring all sales enquiries are logged within the system
- Manage customer complaints through to a satisfactory resolution, escalating the issue to the Store Manager if necessary
- Manage the checkout including processing orders, refunds and credit notes, and processing transactions via both cash and card
- Manage the online ordering and reservation system, ensuring all orders are processed for collection within the advertised timescale
- Complete daily till reconciliations, reporting any discrepancies to the Store Manager and depositing all takings into the safe
- Design and install new and enticing merchandise displays
- Set up in-store promotions and ensure customers are reminded of any relevant offers and discounts
- Support the Store Manager with recruitment including sitting in on interviews when required
- Provide training to new members of staff, ensuring they were fully compliant with company policy

- Clearly defined sections & bold headings
- Simple font and colour scheme
- Text broken up & plenty of bullet points
- No images or distracting design features

Bad CV format

Sarah Green



Professional Profile

Energetic and supportive Teaching Assistant with over 5 years' experience working with children across KS1 to KS4, ensuring they achieve their potential and succeed in their educational milestones

As a skilled educational professional, I have a thorough understanding of both the primary and secondary school national curriculum, alongside a proven track record of supporting teachers with lesson planning and classroom activities. I develop effective and successful working relationships with school staff and students and remain empathetic and sensitive towards the varied needs of each individual pupil. I am a passionate advocate for maximising the learning outcomes for all students, regardless of background, and take pride in encouraging children to achieve their potential by stimulating their enthusiasm for learning and their determination to succeed.

I develop effective and successful working relationships with school staff and students and remain empathetic and sensitive towards the varied needs of each individual pupil. I am a passionate advocate for maximising the learning outcomes for all students, regardless of background, and take pride in encouraging children to achieve their potential by stimulating their enthusiasm for learning and their determination to succeed.

Sept 2017 - Present

Daisy Secondary School, Leeds

Outline
Working under the supervision of established teaching staff in a busy Leeds secondary school. Supporting teaching staff in the delivery of education, providing academic support for small groups of students.

Assist the class teacher to deliver engaging, informative classroom activities which support the relevant national curriculum. Provide an on-call support to pupils across a wide variety of subjects.

- Unclear layout, difficult to navigate
- Elaborate font and loud colours
- Large unbroken paragraphs of text
- Large photograph wasting space