[Your Full Name]

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

Availability: [Immediate / Date]
Willing to work: [Shifts / Weekends]

PROFILE

Entry-level retail applicant with strong people skills, neat presentation and a careful, accurate way of working. Comfortable with basic calculations, following procedures and helping customers politely. Looking for a cashier or front-end role where I can learn POS processes, support the team and give friendly service during busy periods.

KEY SKILLS

- Customer service and communication (friendly, clear, respectful)
- Accuracy and attention to detail (counting, checking totals, following steps)
- Basic numeracy (giving change, totals, simple calculations)
- Reliability (punctual, good attendance, willing to learn)
- Basic computer skills [only if true: email, WhatsApp, simple data capture]

EXPERIENCE

Volunteer / Community Support – [Organisation / School / Church], [Area]
[Month Year] – [Month Year]

- Helped organise queues and assisted visitors with directions and questions.
- Did simple admin tasks (lists, checking names, packing items) and followed the coordinator's instructions.
- Handled small responsibilities carefully and reported problems quickly to a supervisor.

[Informal experience, e.g. Spaza shop / Family business / Tuckshop] – [Area]
[Month Year] – [Month Year]

- Helped with customer service and packing, counted stock and kept the area tidy.
- Did simple money tasks under supervision (checking totals, counting change) and kept records where needed.

EDUCATION

National Senior Certificate (Matric) – [School name], [Year]
Subjects: [optional, e.g. Mathematics, Business Studies]

[Other qualification] – [Institution], [Year]

REFERENCES

[Name], [Teacher / Coach / Community leader]

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[Cell number] · [Relationship]

[Name], [Previous supervisor / Family business owner]
[Cell number] · [Relationship]

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