

Cashier Resume Builder Worksheet

Instructions: Complete each section with as much detail as possible. Your answers will provide all the information needed to create a professional, ATS-friendly cashier resume tailored to the job you're applying for.

Step 1: Personal Information

Full Name

Address

City, State, ZIP Code

Phone Number

Professional Email Address

LinkedIn Profile (Optional)

Step 2: Job Target

Job Title

Company Name

Location

Where did you find this job?

☐ Company Website

☐ Indeed

☐ LinkedIn

☐ Glassdoor

☐ Referral

☐ Other

Step 3: Resume Objective

Complete the information below before writing your objective.

Years of cashier/customer service experience

Three strongest skills

1.

2.

3.

Biggest accomplishment

Why do you want this position?

Draft Your Resume Objective

Step 4: Core Skills

Check every skill you possess.

Customer Service

- ☐ Greeting customers
- ☐ Customer communication
- ☐ Resolving complaints
- ☐ Product recommendations
- ☐ Upselling
- ☐ Building customer relationships

Cash Handling

- ☐ Cash transactions
- ☐ Credit/debit card processing
- ☐ Mobile payments
- ☐ Gift cards
- ☐ Returns and exchanges
- ☐ Balancing cash drawer

☐ Counting money accurately

Technology

☐ POS systems

☐ Barcode scanners

☐ Receipt printers

☐ Self-checkout assistance

☐ Microsoft Office

☐ Inventory software

Workplace Skills

☐ Teamwork

☐ Time management

☐ Organization

☐ Attention to detail

☐ Multitasking

☐ Reliability

☐ Problem-solving

☐ Fast learner

Other Skills

Step 5: Work Experience

Employer #1

Company

Job Title

Location

Dates Worked

Primary Responsibilities

Achievements

Employer #2

Company

Job Title

Location

Dates Worked

Responsibilities

Achievements

Step 6: Education

School

Location

Degree/Diploma

Graduation Date

Relevant Coursework (Optional)

Step 7: Certifications

Check all that apply.

- ☐ Customer Service Certification
 - ☐ Food Handler Certification
 - ☐ Retail Sales Certification
 - ☐ CPR/First Aid
 - ☐ OSHA Certification
 - ☐ Other
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Step 8: Accomplishments

List measurable achievements whenever possible.

Examples:

- Maintained 100% cash drawer accuracy.
- Assisted over 200 customers during peak shifts.
- Received Employee of the Month.
- Reduced checkout wait times.
- Trained new cashiers.

My Accomplishments

1.

2.

3.

4.

Step 9: Awards and Recognition

Step 10: Volunteer Experience (Optional)

Organization

Role

Responsibilities

Step 11: References

Do you have professional references?

☐ Yes

☐ No

If yes, list them separately or prepare a reference sheet.

Step 12: Resume Review Checklist

Before submitting your resume, make sure you can answer **Yes** to each question.

- ☐ My contact information is correct.
 - ☐ My resume objective is tailored to the job.
 - ☐ I included relevant cashier experience.
 - ☐ I emphasized customer service skills.
 - ☐ I listed measurable achievements.
 - ☐ I included keywords from the job description.
 - ☐ My formatting is consistent.
 - ☐ My resume is free of spelling and grammar errors.
 - ☐ My resume is one page (if possible).
 - ☐ My resume is ATS-friendly.
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Final Notes

Before applying, compare your resume with the job posting one last time. Adjust your resume objective, skills, and work experience to reflect the employer's requirements. Whenever possible, include measurable accomplishments—such as cash handling accuracy, customer satisfaction, transaction volume, or awards—to demonstrate the value you can bring to the organization. A customized resume is far more likely to capture the attention of hiring managers and applicant tracking systems than a generic one.