

YOUR NAME

Phone: (xxx) xxx-xxxx Email: youremail@example.com Location: City, State

SUMMARY

Motivated and friendly individual seeking a part-time customer service position. Eager to deliver excellent support and create positive experiences for customers. Quick learner with strong communication and organizational skills.

SKILLS

- Verbal and written communication
- Problem-solving abilities
- Ability to multitask
- Team player
- Time management
- Basic computer proficiency

EXPERIENCE

Position Title | Company Name *Month Year – Month Year*

- Describe your key responsibilities and achievements
- Assisted customers with inquiries and provided solutions
- Worked collaboratively with team members

Position Title | Company Name *Month Year – Month Year*

- Describe your key responsibilities and achievements

EDUCATION

High School Diploma | School Name *Year Graduated*

Other Degree/Certification | Institution Name *Year*

REFERENCES

Available upon request.