

# 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.