

# Jane Doe

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(123) 456-7890 | janedoe@email.com

## Professional Summary

Reliable and personable customer service representative with 2+ years of experience assisting customers and resolving issues. Strong communication and organizational skills with dedication to providing a positive customer experience.

## Skills

- Excellent verbal and written communication
- Conflict resolution
- Time management
- Problem-solving
- Data entry
- CRM software (e.g., Salesforce)

## Experience

### **Customer Service Representative** – ABC Company, City, State

June 2022 — Present

- Respond to customer inquiries via phone and email, maintaining a high satisfaction rating.
- Process orders, forms, and requests efficiently.
- Assist customers with returns and provide appropriate solutions.

### **Cashier** – XYZ Store, City, State

May 2021 — May 2022

- Welcomed customers and handled point-of-sale transactions quickly and accurately.
- Addressed customer questions and resolved complaints professionally.

## Education

### High School Diploma

City High School, City, State — 2021

## References

Available upon request.