

# Jane Doe

123 Main Street, City, State ZIP  
(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.