

[Your Name]

[Phone Number] | [Email Address] | [LinkedIn Profile] | [City, State]

PROFESSIONAL SUMMARY

[1-2 sentences summarizing your experience, skills, and what you bring to the Customer Service Representative role.]

SKILLS

Customer relations Conflict resolution CRM software Communication Problem-solving Data entry
Teamwork [Other skill]

PROFESSIONAL EXPERIENCE

Customer Service Representative

[Company Name] | [Location]

[Month YYYY] – [Month YYYY]

- [Responsibility/accomplishment #1]
- [Responsibility/accomplishment #2]
- [Responsibility/accomplishment #3]

[Previous Job Title]

[Previous Company] | [Location]

[Month YYYY] – [Month YYYY]

- [Responsibility/accomplishment #1]
- [Responsibility/accomplishment #2]

EDUCATION

[Degree or Diploma]

[School Name], [Location]

[Month YYYY] – [Month YYYY]

CERTIFICATIONS

[Certification Name], [Issuing Organization] ([Year])