

Full Name

Email Address Phone Number City, State LinkedIn / Website

Professional Summary

Brief 2-3 sentence summary highlighting experience, customer-centric skills, and relevant strengths.

Core Competencies

- Customer Communication
- Issue Resolution
- Live Chat & Email Support
- CRM Software (e.g., Zendesk, Salesforce)
- Team Collaboration
- Active Listening
- Problem-Solving

Professional Experience

Company Name Job Title | MM/YYYY â€“ MM/YYYY

- Responsibility or achievement #1
- Responsibility or achievement #2
- Responsibility or achievement #3

Company Name Job Title | MM/YYYY â€“ MM/YYYY

- Responsibility or achievement #1
- Responsibility or achievement #2

Education

Degree or Certification

Institution Name | Graduation Year

Skills

- Languages (e.g., English, Spanish)
- Technical Skills (e.g., CRM, Ticketing Tools)
- Other relevant skills