

First Lastname

Email: email@example.com Phone: (123) 456-7890 City, State LinkedIn: linkedin.com/in/username

PROFESSIONAL SUMMARY

PROFESSIONAL EXPERIENCE

Customer Service Representative

Company Name – City, State | YYYY – Present

- Sample responsibility or accomplishment describing the role.
- Another bullet highlighting communication, support, or achievement.

Customer Support Specialist

Previous Company – City, State | YYYY – YYYY

- Key achievement or area of responsibility.

EDUCATION

Associate Degree in Field

School Name – City, State | YYYY

SKILLS

Customer Relations

Conflict Resolution

CRM Software

Product Knowledge

Teamwork

Communication

CERTIFICATIONS