

[Your Name]

Phone:

[Your Phone Number]

Email:

[Your Email Address]

LinkedIn:

[LinkedIn Profile]

Location:

[City, State]

Professional Summary

[Brief 2-3 sentence overview highlighting customer service experience and core competencies.]

Core Competencies

[Skill 1]

[Skill 2]

[Skill 3]

[Skill 4]

Professional Experience

[Job Title] – [Company Name], [Location]

[Month YYYY] – [Month YYYY]

[Responsibility or Achievement 1]

[Responsibility or Achievement 2]

[Responsibility or Achievement 3]

[Job Title] – [Company Name], [Location]

[Month YYYY] – [Month YYYY]

[Responsibility or Achievement 1]

[Responsibility or Achievement 2]

Education

[Degree], [Major]

[School Name], [Year]

Certifications

[Certification Name]

[Certification Name]

References

Available upon request.