

[Full Name]

Remote [Job Title] | Telecommuting Specialist

Email: [your.email@example.com] Phone: [Your Phone Number] LinkedIn: [linkedin.com/in/yourprofile]

Location: [City, Country, Time Zone]

PROFESSIONAL SUMMARY

[A concise summary highlighting your experience, skills, and motivation for remote work. Focus on independence, communication, time management, and technical expertise.]

KEY SKILLS

Remote Collaboration [Skill 2] [Skill 3] [Skill 4] [Skill 5]

PROFESSIONAL EXPERIENCE

[Job Title] [Company Name], [Location] (Remote)

[Month, Year] – [Month, Year]

– [Describe your responsibilities and achievements in a remote work environment.]

– [Emphasize self-motivation, results delivery, and communication.]

[Previous Job Title] [Previous Company], [Location] (Remote/Hybrid)

[Month, Year] – [Month, Year]

– [Describe another relevant role to telecommuting.]

EDUCATION

[Degree or Certification]

[University / Institution Name], [Year]

REMOTE WORK TOOLS & TECHNOLOGIES

Slack Zoom Trello [Tool 4] [Tool 5]

LANGUAGES

English (Fluent) [Other Language]

REFERENCES

Available upon request.