

First Last Name

Phone: (xxx) xxx-xxxx

Email: email@example.com

Location: City, State, ZIP

LinkedIn: linkedin.com/in/yourprofile

Professional Summary

Brief summary highlighting your experience, communication skills, and customer service abilities. (2-3 lines)

Skills

- Customer Service
 - Call Handling
 - Active Listening
 - Problem Solving
 - CRM Software (e.g., Salesforce, Zendesk)
 - Data Entry
 - Time Management
 - Team Collaboration
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Professional Experience

Job Title – Company Name, City, State

Month Year – Month Year

- Description of primary duties and responsibilities.
- Achievement or contribution (e.g., "Resolved 95% of customer issues on first contact").

Job Title – Company Name, City, State

Month Year – Month Year

- Description of duties and responsibilities.
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Education

Degree, School Name

Month Year – Month Year

Certifications

- Relevant Certification (if any)