

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

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.

Education

Degree, School Name

Month Year – Month Year

Certifications

- Relevant Certification (if any)