[Your Full Name]

Customer Service Representative

[City, State] | [Phone] | [Email] | [LinkedIn or portfolio URL]

Professional Summary

[Your experience or training] in customer service representative work. Skilled in [relevant strengths] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

Customer support, CRM, issue resolution, phone and email communication, documentation

[Keep only skills you have and tailor them to your target job.]

Professional Experience

[Job title] | [Employer] | [City, State] | [Month Year to Month Year]

- Handled [number] customer enquiries per day across [channels].
- Resolved [type of issue] and achieved [documented satisfaction result].
- Updated [knowledge resources], reducing repeat contacts by [percentage].

[Previous role, internship or relevant volunteer experience]

- [Your contribution and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [Graduation year]

[Relevant coursework or honors if useful.]

Additional Experience

[Volunteer or other relevant role] | [Organization]

Explain how your communication and service skills helped others.