[Your Full Name]

Customer Service Representative

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

Professional Summary

[Your role] with [experience or training] in [specialty]. Skilled in [two relevant skills] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

Customer service, CRM, Salesforce, communication, conflict resolution, sales

[Keep only skills you have and add relevant terms from your target job.]

Professional Experience

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

- Resolved [number] customer requests daily with [satisfaction result].
- Improved first-contact resolution by [percentage] through [action].
- Maintained accurate CRM records for [number] accounts.

[Previous role, internship or relevant volunteer experience]

- [Your contribution, action and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [City, State] | [Graduation year]

[Relevant coursework or honors if useful.]

Training and Achievements

[Customer service training] | [Provider] | [Year]

[Service award or achievement] | Explain the result.