

Full Name

93 Perry Street [Street Address] [City], [State] Error! Bookmark not defined.

[Postal Code]

Phone: [Your personal or mobile number] Fax: [Optional] E-Mail: [personal email address]

Job Objective

Seeking a position in Customer Services that will benefit from my experience, my unique talents and accomplishments, and will contribute to my professional growth. Both part time and full time customer service positions are of interest. I will consider traditional employment well as telecommuting/work-from-home opportunities. *(Be sure to specify if you are eligible for a management-level position in customer service.)*

Experience

Employer or Institution, Location (or Online).

From Month Year –To Month Year

Title or position.

Responsibilities: One-two sentence description of what your employer expected of you. List the specific types of customer service you performed (or other related work that prepared you for customer service). Include software you applied to service customers, and whether your responsibilities included (for example) complaints, returns, refunds, product usage instructions, inbound and outbound calling. Specify if you were in a managerial or operational level position.

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From Month Year –To Month Year

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Accomplishments

Employer or assignment:

Describe the most recent customer service (or similar type of service) accomplishment that you are proud of and that is relevant to your career. Keep each accomplishment to a single sentence, if possible. Identify your initiatives and achieving or exceeding goals, whether you were able to convert returns to new sales, how you improved customer satisfaction.

Employer or assignment:

Describe the 2nd most recent customer service (or similar type of service) accomplishment that you are proud of and that is relevant to your career. Keep each accomplishment to a single sentence, if possible. Identify your initiatives and achieving or exceeding goals, whether you were able to convert returns to new sales, how you improved customer satisfaction.

Employer or assignment:

