**Name**

**Your name can be in a bigger font and centered to grab the employer’s attention followed by the rest of the contact information. Left align is also acceptable for name and contact info.**

Email

Phone

Address (Optional)

Self-motivated and cheerful customer service professional with 2+ years of experience helping customers navigate websites and resolving product and service issues. Eager to support BookMe in building an impeccable online reputation by providing top-class customer support. Received 98.9% positive ratings at GHI Inc. where customer retention for my regular call-ins was 25% above the company average.

**Dates right aligned so they are easy to see. If you are still at your current job use “Present” as the end date. If you are still in school, put your expected graduation date.**

**Skills/Certifications**

* Certified Public Accountant (CPA)
* Coding

**List your skills that are relevant to the position. If your experience qualifies you for the job more than your skills do, you can put skills after experience.**

* Customer Service
* Time Management
* Microsoft Office

**Experience**

**Company** Dates employed

**Job Title**

**Use bullet points to highlight your strengths to employers using different accomplishments of your previous jobs!**

* Insert key accomplishments 
* Insert key accomplishments
* Insert key accomplishments

**Company** Dates employed

**Job Title**

* Insert key accomplishments

**Other Experience is optional. If you don’t have enough work experience to qualify you, you can use this section to list leadership positions, volunteer work, etc.**

* Insert key accomplishments
* Insert key accomplishments

**Education**

Most recent school Dates attended

Field of Study/Degree earned, GPA (3.5 or higher only)

Previous school Dates attended

Field of Study/Degree earned, GPA

**Other Experience:** Debate Team Captain (2019), Student Government Treasurer (2017-2018), Habitat for Humanity (2014-2017)