Your Name

Your Address

Your City, State, Zip Code

Your phone number

Your email address

**Summary**: A customer service professional with skills in serving customers, handling complaints, handling money, inventory/stocking and working on a team. [Make this summary about YOU – your best skills from your past jobs and experience; 3 lines max.]

**Job experience:**

Company Name here Job Title here Start date – End date here

* Duty – list 2-3 duties here
* Duty
* Duty

(List every job – the most recent first, then before that, etc.)

**Volunteer experience:**

Customer Service Associate, Hubbs Center, St. Paul, MN Sep.-Nov. 2015

* School Store: Worked with student team to plan/prepare; sold snacks, clothing and school supplies; evaluated for improvement
* Service Projects – Worked with team to make packaged nutritional meals for children in need; assisted agency reps at school-sponsored resource fair

(List all volunteer positions – the most recent first, then before that, etc.)

**Education**

College Degree College name Location

High School Diploma High school name Location [list if no college]

English Classes Hubbs Center St. Paul, MN

Certif. in Retail Customer Service Hubbs Center St. Paul, MN

(List any other certifications, training, licenses, etc.) here