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| **CUSTOMER SERVICE RESUME**  **(NO EXPERIENCE)**  **EXAMPLE BY RESUME GENIUS** | | | | |
| City, State  (321) 543-9876  your.email@email.com | | | | |
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| *Enthusiastic and personable individual with a strong passion for helping others. Eager to contribute excellent communication, problem solving, and organizational skills to a dynamic customer service team. Ready to learn quickly and deliver positive experiences to customers.* | | | | |
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| **VOLUNTEER EXPERIENCE** | | | | |
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| **Portland Community Food Bank**  Volunteer | *August 20XX–May 20XX* | | | |
| * Welcomed guests during weekly food distributions and provided guidance on available resources and items * Prepared food packages and assisted with loading items into vehicles to ensure an efficient pickup experience * Tracked inventory levels and sorted donations to maintain organization and cleanliness in the warehouse space * Communicated regularly with team leads to update on needs, shifts, and opportunities to improve service | | | | |
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| **Jefferson High School Front Office**  Student Assistant | | *July 20XX–August 20XX* | | |
| * Answered phone calls from parents, students, and staff, and directed them to the appropriate departments or staff members * Greeted visitors and helped manage sign-ins and basic front desk procedures to ensure a professional school environment * Filed paperwork, delivered messages to classrooms, and helped maintain accurate records during busy school hours * Learned to multitask and manage time effectively while balancing administrative responsibilities with academic commitments | | | | |
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| **EDUCATION** | | | | |
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| **Jefferson High School, Portland, OR**  High School Diploma | | | *May 20XX* | |
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| **ADDITIONAL SKILLS** | | | | |
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| * **Communication:** Clear verbal and written communication; comfortable interacting with diverse individuals * **Problem solving:** Able to remain calm under pressure and find solutions to unexpected challenges * **Teamwork:** Reliable team player with a collaborative mindset * **Technology:** Proficient in Microsoft Office, Google Workspace, and basic CRM tools * **Adaptability:** Quick learner, flexible, and eager to take on new challenges | | | | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  Inspired by the architecture of its namesake city, the “Chicago” resume template is bold and professional.    Featuring an easy-to-read serif font and full-width horizontal lines to help break up information, this template is perfect for job seekers in formal industries.    We recommend using the “Chicago” resume template if you’re building a career in [investment banking](https://resumegenius.com/resume-samples/investment-banking) or [consulting](https://resumegenius.com/resume-samples/consulting-resume).  If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:  ·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)  Once you have a great resume, pair it with a convincing cover letter using our matching [2022 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:  ·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | | |