



NAME  
Address  
City, State Zip  
Telephone  
Email

**EMPLOYMENT OBJECTIVE**

*If your career plan is very specific, use this to explain it—in the most succinct way possible. Perhaps replace “EMPLOYMENT OBJECTIVE” with a headline such as “HUMAN RESOURCES MANAGER.” If you do not have a specific career goal, omit this section.*

**SELECTED SKILLS AND ACCOMPLISHMENTS**

Administration

- Developed and directed a business plan and curriculum for a small business owner, resulting in a 100% growth in customer base.
- Improved organization and workflow of office management resulting in greater efficiency in production and a 27% increase in number of contacts made by customer service representatives.

Customer Service

- Received “Exceptional Customer Service Award” from Meador Staffing Services.
- Extensively trained in customer care, consistently scoring “Superior” in a qualitative review of customer service.

Training

- Individually coordinated and instructed over 250 employees.
- Honored with Superior Training Awards for four consecutive years.

**PROFESSIONAL EXPERIENCE**

Date                    COMPANY NAME, City, State  
Position Title

Date                    COMPANY NAME, City, State  
Position Title

**EDUCATION**

*Only list the highest level of education achieved. For example, if you completed college, omit your high school information.*

Dates                    COLLEGE NAME, City, State  
Degree or Major

**MILITARY EXPERIENCE** *(If any)*