**John Applicant**  
123 Main Street  
Albany, NY 12345  
(111) (111 -1111)  
John.Applicant@email.com

**Experience**

**Customer Services Specialist**  
**Brand Buys,** Saratoga Springs, NY  
*May 20XX - Present*

* Assist customers with returns, purchasing store protection plans and service packages.
* Scheduling in-home services via online interface.
* Answer telephone inquiries from customers and stores regarding the status of units and other service issues.
* Assist with new employee training including store policies, services, financing options and register operations.

**Customer Service Assistant**  
**Saratoga Springs City Hall**, Saratoga Springs, NY  
*September 20XX – May 20XX*

* Assist clientele as they enter office and via phone.
* Perform filing, data management, drafting and editing short office memos.
* Assist with all other office administrative duties.

**Office Assistant**  
**Skidmire College**, Saratoga Springs, NY  
*September 20XX– May 20XX*

* Inputting data, office errands, internship and alumni updates.
* Scheduling appointments and assisting students register and find information.

**Education**

**Hunter College**  
Bachelor of Arts in English, department honors  
  
**Skills**

* Ability to work with several operating systems, including Windows and Mac
* Excellent communication and interpersonal skills
* Experience with maintaining office budget