**<INSERT AWESOME NAME>**

<City>, <State> <Zip Code> ♦ (XXX) XXX-XXXX ♦ <Email@email.com> ♦<ΛινκεδΙν ΥΡΛ>

**OBJECTIVE**

<Insert 1-2 sentences on who you are and what type of role you’re looking for>

Recent graduate from XYZ University with XYZ soft skills and I am seeking a Sales Development position in hypergrowth SaaS company.

**EDUCATION**

| **Baller University,** Sunny City, CA | Mmm. 20XX – Mmm 20XX |
| --- | --- |

*<Baller Degree in Subject>*

* **GPA:** X.X/4.0; Dean’s List Honors
* **Leadership:**
  + [EXAMPLE ORG] Officer for Student Business Organization
    - *<Insert succinct description of responsibilities>*
    - XXXX
  + Team Captain Swim Team
    - *<Insert succinct description of responsibilities>*
    - XXXX

**PROFESSIONAL EXPERIENCE**

| **Awesome Startup & Co.,** San Francisco, CA | Mmm. 20XX – Mmm 20XX |
| --- | --- |

***Customer Support Intern***

<Insert 2- to 3-line Description>

Responsible for communications with customers across all inbound channels leading efforts in providing excellent customer support, onboarding new customers, and creatively resolving issues customers experienced with the customer.

* *<Insert 3-5 responsibilities and measurable impact from your work, examples below>*
* Responded to and handled on average 30 assigned customer support tickets daily.
* Collaborated with product and marketing to develop growth and retention strategies to increase LTV of our existing customer base.
* Drove retention and growth among our valued customers by understanding their needs, their pain points, and helping them succeed.

| **Hometown Restaurant,** San Mateo, CA | Mmm. 20XX – Mmm 20XX |
| --- | --- |

***Server***

<Insert 2- to 3-line Description>

Assisted customers in order selection, recommended specific menu items and wine pairing and ensured prompt, accurate and high quality service.

* *<Insert 3-5 responsibilities and measurable impact from your work, examples below>*
* Consistently ranked in top 5 out of 30 for highest check average.
* Memorized wine stock and appetizer pairings to suggest to customers, leading to a daily average of an additional $165 wine sales - 15% above company average.
* Partnered with Marketing to create new displays and menu designs using Canva and Adobe.
* Assisted in training 6 new employees all of which hit their sales goal in their first month.

**ACTIVITIES & OTHER INFORMATION**

**Certifications & Awards:** CSS Collegiate Sales Certification Jun. 2021

**Technical Skills & Tools:** Microsoft Office products, Canva

**Interests & Hobbies:** Lots of cool unique stuff about you [i.e. Surfing, Stand-up Comedy, Krav Maga]

**Any Other Cool Things:** [i.e. Volunteering, Non-profit, side projects]