The Entry Level Customer Service Supervisor Resume Template seeks to give inexperienced job seekers, or those with no experience, a chance to provide a well-balanced resume despite a small or nonexistent work history. In today’s competitive market, entry level applicants are hard pressed to successfully compete with more experienced ones in attaining a sought after interview. However if one has a well-structured resume, this can be overcome. The Entry Level Customer Service Supervisor Resume is meant to provide a level of organization to help an applicant attract potential employers with a robust document that will showcase their qualifications.

Step 1. The most vital part of any resume is the Name and Contact Information. Fill out the applicant’s full name and current contact information. The Name and Contact information should be at the top of the page. Generally, this information is centered however that may be a matter of taste.

Step 2. The next section should be the ‘Objective’ section. This is typically one to five smartly written partial sentences stating the applicant’s desire to attain a position with that company and their perceived role within that job. It is imperative that a candidate customize this section to the position they are applying to.

Step 3. A good way to bulk up a resume is to give a general idea of the candidate’s skills or qualifications for the position. This should be titled ‘Qualifications’ or ‘Summary of Qualifications’

Step 4. Most applicants looking for a customer service supervisor role will have some work history under their belt. This should be in the section following ‘Qualifications.’ The ‘Experience’ section is a documented work history of the applicant. Some very vital pieces of information will be placed in this section and a candidate should take the time to fill it out properly. Each entry will begin with the name, location, job title, and dates for a company a candidate has worked for. This should be followed with a list of accomplishments earned there or failing that the job description for that position.

Step 5. Every Customer Service Supervisor resume should include a work history. While this may not be a particularly long section in this case, it is a very important one. Applicants should divulge the company, company location and job title of where they have previously been employed. It is also necessary to include the dates worked. Each entry should also be followed by a brief description of the duties an applicant performed in the previous position.

Step 6. An entry level resume must look and be robust. A good section to follow the work history section is the ‘Education’ section. This should list the schools a candidate has attended along with the graduation date and the certificate earned. If it is relevant one may also wish to document some of the coursework.

Step 7. In order to make a resume with a small work history look and be more robust, a final section such as Achievements or Accolades and Accomplishments may offer a fine way to close the resume. Here an applicant should list some of their achievements or source of notoriety.

**Richard Anderson**,  
1234, West 67 Street,  
Carlisle, MA 01741,  
(123)-456 7890. **Objective**

Seeking for the challenging and rewarding position as a customer service supervisor.

**Summary Of Qualifications**

Highly experienced and trained employee supervisor and leader with exceelnt human relations and communication skills.

**Experience**

2000 to present:  
Customer Service Representative  
**Cranberry Hardware, Brookville, PA**

Main responsibility at work include meeting with customers for bill payments, exchanges, complaints, petitions. After one year on this job, gained a customer service all-star status.

1998-2000:  
Sales Representative  
**Cranberry Hardware, Brookville, PA**

Responsible for selling hardware products to new and long-term customers.

**Education**

B.A. Sales and Business, 1997  
Connellsville University, Connellsville, PA

**Accolades And Involvements**

American Association of Business Supervisors  
Treasurer 2006

The Experienced Mid-Level Customer Service Supervisor Resume Template serves an applicant by giving them the tool they need to gain an in person interview with a potential employer. This is done by having a clearly defined format which is preferable to most recruiters. It will ask an applicant to fill out several sections meant to deliver a wealth of information to the reader in a sleek and presentable manner. An applicant must make an effort to make an attractive resume however since this is a template, it may be used over and over again. This means that if one wishes to customize a resume for each job inquiry most of the work is already done. Similarly they may use it in the future when they seek other positions. The Experience Mid-Level Customer Service Supervisor Resume Template is thus, a reusable tool which will help a candidate introduce themselves to a potential employer and gain an interview.

Step 1. The top of the page is reserved for the Name and Contact Information of the job seeker. This should be accurate and up to date. The name will go on the first line. The contact information will consist of the mailing address, phone number, and if applicable, email address.

Step 2. The Objective is usually used to open a resume. This initial section will act as a synopsis of the candidate’s expectations in obtaining the position and how they well function in that role once hired. This tends to be in concise but descriptive.

Step 3. The Core Qualifications section will list the knowledge and abilities a candidate possesses that would be considered useful to the desired position. Candidates should make sure they have addressed the requirements listed in the job description whenever possible.

Step 4. The Experience section refers to one’s professional history. Recruiters will pay special attention to this section as it will not only serve to support the Core Qualifications section and, for Experienced Mid-level candidates, showcase why they are qualified for the position. Here, applicants must divulge the names and locations of previous companies they have worked for. In addition they must give the job job title and the dates they worked for that company. These pieces of information will be the first line of every entry. Directly below this line should be a synopsis of their accomplishments and/or functions in that positon.

Step 5. The bottom of the page will be used to close the resume. This is often done with a section for Education. This will be where one lists general information for each certificate or diploma they have earned. As with the Experience section, each entry should have the name of the institution and dates attended.

Herman Craumer

123 Main Street, San Francisco, CA 94122  
Home : 000-000-0000 Cell: 000-000-0000  
email@example.com

Professional Summary

Customer-focused and courteous Customer Service Supervisor has excellent interpersonal communication skills and the ability to lead customer service staff.Has exceptional telephone skills and the ability to be the main contact person for staff and customers.Possesses more than eleven years of Customer Service Supervisor experience and a high school diploma.

Core Qualifications

* Excellent verbal and written communication skills
* Extensive knowledge of customer service standards and practices
* Good interpersonal and leadership skills
* Understanding of what makes effective customer service delivery
* Excellent monitoring of customer service staff to ensure compliance with standards
* Able to effectively problem solve, answer questions and resolve issues
* Strong development of training programs for customer service professionals

Experience

June 2009 to July 2014 Target, Inc.—New Cityland, CA Customer Service Supervisor

* Monitored staff to ensure good customer service delivery.
* Delegated tasks to customer service staff.
* Answered customer questions and resolved issues.
* Communicated with customers, staff and store management.
* Completed all paperwork as required.
* Reported issues to senior management.

May 2003 to May 2009 Zaccson Telecommunications, Inc.—New Cityland, CA Customer Service Supervisor

* Supervised telephone customer service personnel in a call center environment.
* Monitored calls randomly to ensure representatives answered questions appropriately and courteously.
* Resolved customer complaints when needed.
* Completed all required documentation and paperwork.
* Participated in traning and development programs.
* Reported to senior management when required.

Education

2003 Holland Heights High School, New Cityland, CA High School Diploma