

[YOUR FULL NAME]

[REMOTE ROLE TITLE] | [CITY, COUNTRY]

[Phone] | [Professional Email] | [LinkedIn URL] | [Portfolio URL]

PROFESSIONAL SUMMARY

[Reliable professional] with experience in [customer support, administration, sales, research, operations, content, virtual assistance, or another field]. Skilled in remote communication, independent task management, problem-solving, and meeting deadlines with minimal supervision. Comfortable using digital collaboration and productivity tools to coordinate tasks, support customers, maintain accurate records, and deliver high-quality work. Seeking a remote [target role] position where I can contribute to efficient operations and excellent customer or client experiences.

CORE REMOTE WORK SKILLS

Communication	Professional email, written communication, virtual meetings, client communication
Work Management	Time management, prioritization, deadline management, independent work
Operations	Data entry, documentation, scheduling, research, reporting, process coordination
Customer/Client Support	Issue resolution, customer service, follow-up, relationship management
Digital Collaboration	File sharing, virtual teamwork, task tracking, online documentation

DIGITAL TOOLS

[Google Workspace: Gmail, Docs, Sheets, Drive] • [Microsoft Office] • [Zoom] • [Slack] • [Microsoft Teams] • [Trello/Asana/ClickUp] • [Notion] • [CRM or helpdesk tools]

Only list tools you can confidently use.

PROFESSIONAL EXPERIENCE

[Job Title] — [Company/Organization] [Remote/Hybrid/On-site] | [Month Year] – [Month Year]

- [Action verb] [responsibility or task], supporting [customers, clients, team members, or business operations].
- [Managed/coordinated/processed] [volume or type of work] while maintaining accuracy and meeting deadlines.
- Communicated with [customers/team/stakeholders] through [email, chat, phone, or video] to resolve issues and provide updates.
- [Improved/organized/streamlined] [process or workflow], resulting in [measurable or observable improvement].

[Previous Job Title / Volunteer Role] — [Company/Organization] [City, Country] | [Month Year] – [Month Year]

- [Action verb] [task or responsibility] using [tool or method].
- Maintained organized records, followed procedures, and completed assigned work on schedule.
- Worked collaboratively with others to deliver [service, project, or business outcome].

REMOTE PROJECTS / FREELANCE EXPERIENCE

[Freelance Project / Client Support / Personal Project] [Month Year] – [Present]

- Delivered [service or project] for [client, organization, audience, or personal use] using [tools].
- Managed communication, deadlines, revisions, and file delivery through online platforms.
- Produced [specific deliverable] that helped [client/team/user] achieve [result].

[Volunteer / Online Collaboration Project] [Month Year] – [Month Year]

- Collaborated remotely with [team or organization] to complete [project or responsibility].
- Used [tool] to track tasks, share updates, and maintain project documentation.

EDUCATION

[Degree / Diploma / Certificate] — [Institution] [City, Country] | [Graduation Year / Expected Graduation]

CERTIFICATIONS & TRAINING

- [Certification or Training] — [Provider], [Year]
- [Certification or Training] — [Provider], [Year]
- [Relevant Workshop or Course] — [Provider], [Year]

REMOTE WORK READINESS

- **Work preference:** [Remote / Hybrid]
- **Availability:** [Immediate / Notice period / Available dates]
- **Time zone:** [WAT / UTC+1 / Other]
- **Work setup:** [Reliable internet, suitable workspace, and required device—include only if accurate]
- **Languages:** [Language — proficiency]