[Your Name]

[City, State] | [Phone] | [Email]

SUMMARY

[Job title] with [number] years of experience, [number] of them working remotely. I work on my own without close supervision, reply quickly in [chat and email tools you use], and keep my work visible to the team.

SKILLS

- [Your main skill for the job, for example scheduling or data entry]
- [Software you know, for example a spreadsheet program or a scheduling system]
- Video calls and team chat
- Managing my own time across [time zones, if true]
- Clear written updates

EXPERIENCE

[Job title], [Employer]
Remote | [Month Year] to Present

- Handle [number] [tasks, for example tickets, orders or appointments] a day working from home.
- Post a daily update in [team chat] so my manager can see progress without asking.
- Met deadlines on [number] percent of tasks, or [another measure your team used].
- Trained [number] new remote coworkers on [system or process] over video.

[Previous job title], [Employer]
[City, State] | [Month Year] to [Month Year]

- [A line showing you work on your own, write clearly or use the same tools.]

HOME OFFICE

[Quiet private workspace]
Wired internet at about [speed]
Based in [State], able to work [hours and time zone]

EDUCATION

[High school name, or GED program], [City, State]
[High school diploma or GED], [Year]