**Receptionist Resume Template**

**Your Name**

**Receptionist**

[Street Address]

[City]

[Zip code]

[Contact number]

[Email Address]

**Summary:**

[Briefly talk about your background, skills, and qualifications.]

**Skills:**

* [Competency 1]
* [Competency 2]

**Experience:**

Company Name / Job Title Month 20XX - Present, Location

Company Name / Job Title Month 20XX - Month 20XX, Location

**Education:**

School Name / Degree Month 20XX - Month 20XX, Location

School Name / Degree Month 20XX - Month 20XX, Location

**Career Achievements:**

* [Accomplishment 1]
* [Accomplishment 2]

**Certificates:**

* [Certificate 1]
* [Certificate 2]

**Awards:**

* [Award 1]
* [Award 2]