

Name

Address

Phone

Email

Pick 1

SUMMARY or OBJECTIVE or TITLE

(Summary template) Years or amount of experience in what industry? Experience in (technical skills relevant to the industry or occupation. Major strengths or additional skills in (transferrable skills e.g. detail orientation, organization, interpersonal skills, etc.) Certifications or computer proficiency? Bilingual?

(Objective Template) A position in.....using my skills in a, b and c etc.

(Title) Administrative Assistant – Receptionist

WORK EXPERIENCE

Company, City, State

Month Year – Month Year

Job Title

- Accomplishment 1
- Accomplishment 2
- Accomplishment 3
- Accomplishment 4

Company, City, State

Month Year – Month Year

Job Title

- Accomplishment 1
- Accomplishment 2
- Accomplishment 3
- Accomplishment 4

VOLUNTEER EXPERIENCE

Company, City, State

Month Year – Month Year

Job Title

- Accomplishment1
- Accomplishment2

EDUCATION

School, City, State – degree/diploma/area of study