

Your Name

Address City, ST Zip Code

Phone

Email

(Use the 3 step guide on the back of this page to formulate your own Summary. If you wish, you may alternatively use an Objective in place of the Summary if you have minimal experience. Use the job description as a reference and choose wording that accurately fits you and your skills).

OBJECTIVE

(Outline the purpose of the résumé. You want to utilize the specific job title and company.)

Seeking a position as an Administrative Assistant with XYZ Company.

KEY SKILLS

(Refer to the job description to identify the skills you have that match the employer's needs. Be sure to include technical and soft skills. For further clarification on this, please see a Career Center Advisor).

- **Technical Skill:** Multi-line telephone experience
- **Technical Skill:** Marketing and sales experience
- **Language Skills** (If you are bilingual)
- **Soft Skills:** Strong Communication
- **Soft Skill:** Being able to work as part of a team.
- **Computer Skills:** Microsoft Office, Special Software, Typing Speed, etc.).

EDUCATION

Central New Mexico Community College, Albuquerque, NM

Degree or Certificate Name (*No Abbreviations*), Name of major, Month Year began program-current
(If degree will be completed within 1 semester, state "Anticipated completion in XXXX")

Course Work and Experience: (Optional)

(If you want to highlight your experience at school, you may list that here such as:)

- Completed coursework in Safety and Sanitation Principles, etc.

WORK EXPERIENCE

(Begin with the most recent job. Then list the others, moving backwards through time. Only go back about 7-10 years. Focus on any areas that relate to the job you are seeking).

Name of employer, City, State

Job Title, Month Year (you started) – Month Year (you ended) (or "present/current" if still employed)

1-2 sentence job description. For example: Provided assistance to customers using knowledge of merchandise and active listening to determine appropriate selections. Organized items in service area.

- Accomplishment statement: Promoted to Assistant Supervisor within one month of hire; given responsibility of hiring and training new employees.

(Utilize accomplishment statements to outline specific awards, promotions, or other exemplary work. Keep Accomplishment statements number and fact based).

Name of employer, City, State

Job Title, Month Year (you started) – Month Year (you ended) (or "present/current" if still employed)

1-2 sentence job description

- Accomplishment statement: Promoted to Assistant Supervisor within one month of hire; given responsibility of hiring and training new employees.