

Name

123 Street, Town ST 25701 | Mobile: 022-150-8424 | Email: email@mail.com

Personal Statement

Personal Statement/Objective

Skills

Advanced File Management
Advanced Internet & Email Skills
Text Processing Skills
Computer Networking skills
Telephone Answering Skills
Organizational Skills

Problem Solving Skills
Basic Cash Handling Skills
Researching Skills
Touch-Typing Skills (*Ergonomic Keyboard*)
Linux Operating System skills
Interpersonal Communication Skills

Certifications

- **Certification**, Date
- **Certification**, Date

Education

Degree College or University, Year

- Minors
- Honors
- GPA (If above 3.0)

Degree College or University, Year

- Minors
- Honors
- GPA (If above 3.0)

Professional Experience

Job Title Employer / Company or Business

Month & Year – Present.

- *Explain the job, what you're initial task & jobs are...present tense*

Job Title Employer / Company or Business

Jan 2007 – Sep 2007

- *Explain the job, tasks & jobs was...past tense*

Job Title Employer / Company or Business

Jan 2007 – Sep 2007

- *Explain the job, tasks & jobs was...past tense*

Job Title Employer / Company or Business

Jan 2007 – Sep 2007

- *Explain the job, tasks & jobs was...past tense*

Honors and Accomplishments

Honor or Accomplishment

- *Explain*

Honor or Accomplishment

- *Explain*

Professional Memberships

Organization

2000 – Present.

- *Accomplishments, Offices Held, etc.*

Organization

Jan 2007 – Sep 2007

- *Accomplishments, Offices Held, etc.*

Training and Conferences

Conference or Training Session Sponsor or Location

Month Year

- *Session at conference or brief description of training.*

Conference or Training Session Sponsor or Location

Month Year

- *Session at conference or brief description of training.*

Reference's

Name Relationship / Association

Phone: 555-555-5555

E-mail: mail@mail.com

Name Relationship / Association

Phone: 555-555-5555

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