

Sample Resume

Jane W. Doe
911 East 411th Street ♦ Apt 0 ♦ New York, NY 00000
Home Phone 781-111-2222

SUMMARY

An enthusiastic, detail-oriented team player with over 6 years experience as an administrative assistant. Excellent computer, communications and interpersonal skills.

WORK HISTORY

6/95-present

Julian Associates, Inc. *Administrative Assistant*

- Organize, update and maintain confidential files.
- Interface with extensive client base.
- Research and prepare budgets, proposals and contracts.
- Develop and prepare monthly status reports.
- Coordinate and schedule appointments and conferences.
- Answer phones, compose correspondence, follow up on proposals and client inquiries.

3/93-5/95

Brighton Realty, Inc. *Office Manager/Receptionist*

- Managed day-to-day operations of fast-paced office.
- Researched and prepared sales/status reports, contracts and leases.
- Assembled market data and analysis on weekly basis.
- Coordinated, scheduled and confirmed meetings appointment.
- Monitored activity of six-person sales staff, updated and maintained database.
- Handled all aspects of busy reception desk and high volume multi-phone lines.

1/91-3-93

Gavin & Gavin Law Offices *Secretary/Receptionist*

- Produced correspondence and legal documents.
- Prepared reports and contracts.
- Maintained legal library and confidential files.
- Handled inventory and purchased supplies.
- Answered telephones, responded to inquiries.
- Scheduled and confirmed appointments and meetings.

15/88-12/90

Northeast Electronics, Inc. *Customer Service Representative*

- Responded to inquiries and provided pertinent.
- Resolved customer complaints.
- Utilized data entry skills.
- Handled nine-line switchboard.

EDUCATION

New York University, NY BA Business Management