

**John Applicant**  
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### **Objective**

To obtain the Administrative Assistant position with [Company Name]. To provide my proficiency in software, hard copy systems, and office procedures as office support. A professional with demonstrated abilities in communication, bookkeeping, and data management.

### **Experience**

#### **Office Manager**

**National Painting Society**, New York, NY

*June 20XX - Present*

- Maintain office library, including cataloging, distribution, and record keeping
- Manage members, including email reminders, member roster, and records of financial dues
- Assist with planning and execution of all society events
- Co-developed an improved, streamlined webpage for new users, receiving positive feedback from all users polled

#### **Administrative Assistant**

**Saratoga Springs City Hall**, Saratoga Springs, NY

*September 20XX- May 20XX*

- Assisted hundreds of clients daily via email, phone, and in person; responsible for directing clients to appropriate department and answering all general questions
- Performed filing, data management, drafting and editing short office memos
- Assisted with all other office administrative duties

#### **Office Assistant**

**Registrar, ABC College**, Saratoga Springs, NY

*September 20XX- May 20XX*

- Inputted all data into registrar database
- Scheduled appointments and assisted students with registration and finding information
- Received award for outstanding work ethic in April 20XX

### **Education**

#### **Hunter College**

*May 20XX*

Bachelor of Arts in English, department honors

#### **Skills**

- Experience with maintaining office budget
- Ability to work with several operating systems, including Windows, Mac OSX and Linux
- Experience with HTML, CSS, and JavaScript

