**John Applicant**  
123 Main Street Albany, NY 12345  
(111) (111 -1111) | John.Applicant@email.com

**Objective**

To obtain the Administrative Assistant positon 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