

# **Jane Doe**

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## **Objective**

Detail-oriented and organized clerical professional seeking a position to utilize strong administrative and customer service skills.

## **Skills**

Data entry & filing  
Phone and email correspondence  
Scheduling & calendar management  
MS Office (Word, Excel, Outlook)  
Document preparation  
Customer service

## **Experience**

### **Administrative Assistant**

ABC Company, City, State — Jan 2021–Present  
Managed daily office operations and supported staff with administrative tasks.  
Answered phones, scheduled appointments, and processed documents.  
Maintained filing systems and updated records accurately.

### **Receptionist**

XYZ Services, City, State — Jun 2019–Dec 2020  
Welcomed visitors and handled front desk responsibilities.  
Assisted with mail distribution and office supply inventory.

## **Education**

### **High School Diploma**

City High School, City, State — 2019

## **References**

Available upon request.