

FIRST LAST NAME

Email: your.email@example.com

Phone: (123) 456-7890

City, State ZIP

OBJECTIVE

Motivated and detail-oriented individual seeking a part-time entry-level office position to utilize organizational and communication skills in a professional environment.

EDUCATION

School Name

City, State

Month Year – Month Year

Degree or Expected Graduation

EXPERIENCE

Job Title

Company Name

Month Year – Month Year

- Responsibility/accomplishment bullet point 1.
- Responsibility/accomplishment bullet point 2.

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Communication
- Organization
- Time Management