

# First Lastname

Address Line  
City, State ZIP  
Phone: (123) 456-7890  
Email: youremail@example.com

## Objective

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Motivated and detail-oriented individual seeking an entry-level administrative position to utilize organizational and communication skills in a professional office setting.

## Skills

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- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong written and verbal communication skills
- Time management and organizational abilities
- Customer service experience
- Ability to manage multiple tasks efficiently

## Education

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**Associate Degree in Business Administration** *Month Year – Present*  
Community College Name, City, State

## Experience

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**Office Assistant** *Month Year – Month Year*

Company/Organization Name, City, State

- Assisted with data entry, filing, and document organization
- Answered phones and responded to client inquiries
- Scheduled appointments and maintained calendars

**Customer Service Representative** *Month Year – Month Year*

Company/Organization Name, City, State

- Provided information and support to customers
- Handled incoming calls and resolved issues promptly

## References

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Available upon request.