

Full Name

Address | City, State ZIP | Phone Number | Email

Objective

Motivated and detail-oriented individual seeking an entry-level administrative position to utilize organizational and communication skills and contribute to the efficiency of the team.

Education

Degree Earned

University Name, City, State — Graduation Year

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong written and verbal communication
- Organizational and time management
- Ability to handle multiple tasks
- Attention to detail

Experience

Job Title / Volunteer Position

Company/Organization Name, City, State — Dates

- Main responsibility or accomplishment
- Secondary responsibility or achievement

Certifications (Optional)

- Certification Name, Issuing Organization, Year

References

Available upon request.