

# Jane Doe

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## Objective

Entry-level professional seeking to leverage strong organizational and communication skills in a challenging role with opportunity for growth.

## Education

### Bachelor of Arts in Communications

State University of New York, Hometown, NY | May 2023

## Experience

### Administrative Assistant (Intern)

ABC Company, Hometown, NY | Jan 2023 – May 2023

- Supported office staff by managing schedules and coordinating meetings.
- Handled data entry and maintained records with accuracy and confidentiality.
- Assisted in organizing company events and projects.

### Sales Associate

Retail Store, Hometown, NY | May 2021 – Dec 2022

- Provided high-quality customer service and assisted in daily store operations.
- Processed transactions and contributed to meeting sales goals.

## Skills

Microsoft Office
Communication
Time Management
Organization
Teamwork