

LeRoy Keller

City, State Zip | (206) 555-5555 | leroykeller@email.com
linkedin.com/in/your-name-here

Add a strong resume summary here that highlights what it is you do, the types of companies you've worked with, and why you're great at your job. Experience, specializations, areas of interest, etc.

SKILLS AND ACCOMPLISHMENTS

- Skill Topic 1 (eg: Software Engineering or Warehouse Management): Skill 1 | Skill 2 | Skill 3 ...
- Skill Topic 2: Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5...
- Skill Topic 3: Skill 1 | Skill 2 | Skill 3 | Skill 4 ...
- Accomplishment 1: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, \$, etc. will draw the eye and make an impact]
- Accomplishment 2: ...
- Accomplishment 3: ...

WORK EXPERIENCE

Company 4, Location

Job Title, (MM/YYYY)-Present

This is where you write about your experience. Do not simply list your day-to-day job duties. Work in resume keywords that are most relevant to the job for which you're applying. Provide context to the skills and accomplishments above.

Company 3, Location

Job Title, (MM/YYYY)-(MM/YYYY)

Because you listed skills and accomplishments above using this hybrid format, you can afford to write a little bit less in your experience section. Expand to two pages if necessary, but keeping your resume to one page is a good goal to have (unless you have over 10-15 years of relevant experience).

Company 2, Location

Job Title, (MM/YYYY)-(MM/YYYY)

It's OK to leave positions off your resume if they aren't relevant to the job you're pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

Company 1, Location

Job Title, (MM/YYYY)-(MM/YYYY)

Barely relevant positions deep in your work history can be summed up in a quick line or two.

EDUCATION

Degree, Graduation Year (YYYY), College Name, Location

Community Options, Inc. is a national non-profit agency providing services to individuals with disabilities in 11 states.

We are in search of a **Senior Administrative Assistant** to be based in **Princeton, NJ**. The Senior Administrative Assistant manages the CEO's schedule for all meetings, screens phone calls, shapes agendas for executive and other meetings, makes travel arrangements, handles all expense reports and all logistics.

Requirements:

- Bachelor's degree or minimum three years equivalent managerial or supervisory experience in a non-profit or private sector firm.
- Valid driver's license
- Ability to multi-task within very short timelines and under extreme pressure.
- Ability to maintain relationships with other management staff within multiple state and national locations.
- Experience in operating special events and robust background of travel arrangements.
- Exemplifies commitment to all aspects of the philosophy of the organization.
- Excellent and professional written and verbal communication skills.
- Ability to present facts and recommendations effectively.
- Must have time management skills and demonstrate prioritization.
- Possesses proactive anticipation of the needs of leaders and a high sense of urgency.

Responsibilities:

- Researches and recommends immediate and long-range scheduling to the CEO.
- Supervises, provides support, and trains 2 administrative assistants.
- Interacts with key partners, customers, vendors, donors and visitors.
- Troubleshoots with families, staff, vendors and volunteers as it relates to operational aspects of the organization.
- Assists the CEO with all elements of operations including but not limited to: correspondence, travel, logistics and complex meeting coordination.
- Follows up on all open items assigned by the CEO to ensure a timely response.
- Plans, organizes and controls activities of the CEO under his direction.
- Reviews and prepares all documents and other correspondence sent to CEO.
- Attends committee functions and meetings.
- Performs office duties that may include ordering supplies, ensuring office organization and improving office environment.
- Assists with public speaking or special events planning when necessary.

Working Conditions:

- Occasional overtime required.
- Fast paced environment.
- Must be on call generally at all times by the CEO.
- Must act confidentially relative to all aspects of environment.

Competitive Benefits:

- Insurance Options (Medical, Dental, Vision)
- Paid Holidays—Including a Birthday Holiday
- Generous Paid Time Off (PTO)
- Employee Incentive & Discount Programs
- 403b Retirement Plan with Employer Match
- Exceptional Career Growth Opportunities

Equal Opportunity Employer

M/F/D/V

Alexa McGuire

City, State Zip

(206) 555-5555 • alexamcguire@email.com

linkedin.com/in/your-name-here

WORK EXPERIENCE

The BIG Pharmaceutical Company, Big City

Administrative Assistant

02/2016 - Present

- Scheduled meetings with salespeople and administrators, including online
- Answered emails and phone calls for the COO of Sales
- Cataloged receipts and ensured reimbursement for expenses
- Helped organize office and outreach events
- Oversaw 2 interns

Rural County Hospital, Rural America

Administrative Assistant

08/2012 - 02/2016

- Answered phone calls and transferred calls to different departments
- Helped the Head of Pediatrics with scheduling and travel arrangements
- Put together staff meetings for the Department of Pediatrics

The Medical Office, Campus Town

Secretary

06/2010 - 07/2012

- Answered phone calls at doctor's office
- Scheduled appointments and took payments

Financial Aid Office, Campus Town

Intern

01/2010 - 05/2010

- Updated student information
- Answered phone calls

EDUCATION

B.S. in Accounting, 2010

Mid-Size University, Littletown USA

VOLUNTEERING

Habitat for Humanity, Mid-Size University Chapter

12/2009

Alexa McGuire

City, State Zip

(206) 555-5555 • alexamcguire@email.com

linkedin.com/in/your-name-here

WORK EXPERIENCE

The BIG Pharmaceutical Company, Big City

Administrative Assistant

02/2016 - Present

- Organize and schedule an average of 5 agendas and 15 meetings monthly, including digitally, for administrators, sale staff, customers, and vendors
- Process and answer 100 correspondences monthly in a timely manner, prioritizing urgent matters and upcoming deadlines
- Receive, catalog, and maintain all expense reports as well as organize travel arrangements and all logistics for management and sales division
- Attend and summarize all administrative functions and meetings, including planning for special events such as fundraisers and company awards ceremonies
- Supervise and train 2 interns responsible for maintaining office supplies, running messages, and following up with requests from the Administrative Assistant

Rural County Hospital, Rural America

Administrative Assistant

08/2012 - 02/2016

- Receive and transfer 150 calls per month for the Department of Pediatrics, including patients, vendors, and donors
- Schedule internal and external meetings, prepare multiple conference travel arrangements, and ensure current and proper licensing for Head of Pediatrics
- Maintain a well-organized office environment, including ordering necessary office supplies, and ensure clear communication with other staff

The Medical Office, Campus Town

Secretary

06/2010 - 07/2012

- Schedule 75 appointments per month for patients and handle all payments, including medical coding
- Prepare and deliver all correspondences related to lab results, billing, and scheduling

Financial Aid Office, Campus Town

Intern

01/2010 - 05/2010

- Update student information in Microsoft Access and furnished reports for administrative staff

EDUCATION

Bachelor of Science - Accounting
Mid-Size University, Littletown USA

2010

Alexa McGuire

City, State Zip

(206) 555-5555 • alexamcguire@email.com

linkedin.com/in/your-name-here

WORK EXPERIENCE

The BIG Pharmaceutical Company, Big City

Administrative Assistant

(02/2016)-Present

This is where you write about your experience. Do not simply list your day-to-day job duties. Work in resume keywords that are most relevant to the job for which you're applying. Try replacing some of your duties with measurable results and accomplishments rather than duties. Remember, "duties tell, accomplishments sell." To create a strong measurable result, try this format: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, \$, etc. will draw the eye and make an impact]. For example: "Responded to an average of 203 customer service emails per week, improving response time by 74% and customer satisfaction by 31% between 2016 to 2017."

Rural County Hospital, Rural America

Administrative Assistant

(08/2012)-(02/2016)

Keep your sentences short and to the point. This will make it easier for a recruiter or hiring manager to read or skim. Use your limited space to focus on things that are most relevant to the new job, rather than going into every detail about the responsibilities that took up most of your time. Tailor your resume to the job description.

The Medical Office, Campus Town

Secretary

(06/2010)-(07/2012)

It's OK to leave positions off your resume if they aren't relevant to the job you're pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

Financial Aid Office, Campus Town

Intern

(01/2010)-(05/2010)

Don't worry about having the same amount of information for each job. Spend more words on the most transferable skills and experience.

EDUCATION

Accounting, 2010

Mid-Size University, Littleton USA

(Don't forget to delete this when using)

Anne Y. Choi

City, State Zip | (206) 555-5555 | annechoi@email.com | [linkedin.com/in/your-name-here](https://www.linkedin.com/in/your-name-here)

CAREER SUMMARY

Add a resume summary that highlights what it is you do, the types of companies you've worked with, and why you're great at your job. Typically summaries should be very short and to the point, but you can go a little long in the functional resume format. Consider including experience levels, specializations, or areas of interest. Ensure that your summary perfectly aligns with what is asked for in the job description.

SKILLS AND STRENGTHS

- **Skill 1** - List your most relevant hard skills, soft skills, and experience for this job.
 - **Skill 2** - Mention the skill then briefly add some context to it.
 - **Skill 3** - For example (hard skills):
 - **Forklift Operation** - OSHA certified forklift operator with 5+ years of experience and a perfect safety record
 - **Skill 5** - Another example (soft skills):
 - **Multi-tasking:** Met visual design deadlines on overlapping projects in fast-paced agency environment; used project management apps like Basecamp and Trello to keep organized.
-

PROFESSIONAL ACCOMPLISHMENTS

- Example: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, \$, etc. will draw the eye and make an impact]
 - The best resume accomplishments measure your results in terms of dollars, percentages, or time saved. Use numbers whenever possible.
 - Accomplishment 3
 - Accomplishment 4
 - Accomplishment 5
 - Accomplishment 6
-

WORK HISTORY

Company 4, Location, Job Title, (MM/YYYY)-Present

Company 3, Location, Job Title, (MM/YYYY)-(MM/YYYY)

Company 2, Location, Job Title, (MM/YYYY)-(MM/YYYY)

Company 1, Location, Job Title, (MM/YYYY)-(MM/YYYY)

EDUCATION

Degree, Graduation Year (YYYY), College Name, Location

Joe Jobscan

Seattle, WA

(206) 555-5555

joe-jobscan@example.com

linkedin.com/in/joe-jobscan-123

Professional Summary

- List a few bullet points that summarize what you have to offer.
- This could include a summary of your experience with certain tasks or roles across multiple companies.
- Mention the soft skills (communication, innovation, integrity) the recruiter or hiring manager will find most attractive for the position.

Relevant Skills and Proficiencies

- List hard skills that are most relevant to the position. This includes skills that weren't used in your previous jobs but were developed on your own and are required for the position.
 - Include any certifications or education you've received outside of your formal education at the bottom of the resume.
-

Work History

Company 3, Job Title, Month/Year - Present

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Company 2, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Company 1, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Education

Degree, School, Years

Joe Jobscan

Seattle, WA | (206) 555-5555

joe-jobscan@example.com | linkedin.com/in/joe-jobscan-123

Skills Summary

A few sentences or bullet points listing off the most relevant hard skills and soft skills related to the position for which you're applying.

Professional Accomplishments

Major Skill 1 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects or situations that utilized this skill
- Measureable results and accomplishments that back up your ability

Major Skill 2 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects, measureable results, and accomplishments

Major Skill 3 (Example: Management)

- More detail of the skill and how it relates to the job application
 - Examples of projects, measureable results, and accomplishments
-

Work History

Position 1, Company, Date Started - Date Ended

Position 2, Company, Date Started - Date Ended

Position 3, Company, Date Started - Date Ended

Education

Degree, School, Years

Alexa McGuire
City, State Zip
(206) 555-5555 • alexamcguire@email.com
linkedin.com/in/your-name-here

Date

Bernadette Jones
Community Options, Inc.
707 Alexander Road
Princeton, NJ 08540

Dear Ms. Jones,

I am writing in reference to the open position of Senior Administrative Assistant at Community Options, Inc. I strongly believe that the disabled in our community need assistance to maintain their independence and dignity, having dealt with disabled individuals and their representatives throughout my career. I feel that my experiences as an Administrative Assistant, specifically in the medical field, make me uniquely qualified for the role as Senior Administrative Assistant.

I have experience in many aspects of office administration. I am responsible for accounting, ordering stock and office supplies, maintaining records, creating and updating inventories, scheduling appointments, meetings, and travel arrangements, and coordinating administrative efforts across multiple departments. During my time as Administrative Assistant at The BIG Pharmaceutical Company, I utilized many of these skills to strengthen business-client relations, simplify the transition of administrative leadership, and create a productive and efficient office environment. One of my duties was maintaining communication between the sales department and their clients, especially in regards to coordinating travel arrangements and digital meetings. I was excited to be a part of the 20% boost in sales from my start.

My consistent progression in the administrative assistant field, including my current supervisory role, has adequately prepared me for the responsibilities associated with the Senior Administrative Assistant position. The values of Community Options Inc., and the need to develop successful community partnerships align with my experiences. Thank you for your time and consideration; I look forward to the opportunity to meet with you to discuss my future at Community Options, Inc.

Sincerely,

Alexa McGuire