

|  |  |
| --- | --- |
| ChanchalSharma | OFFICE MANAGERState your career goals and show how they align with the job description you’re targeting. Be brief and keep it from sounding generic. Be yourself. |
|  |
| chanchals@example.com | (718) 555–0100 | LinkedIn profile |
|  |  |
|  | EXPERIENCE |
| Jan 20XX - Current | Office manager, The Phone Company Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas. |
| Mar 20XX - Dec 20XX | Office manager, Nod Publishing Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief. |
| Aug 20XX - Mar 20XX | Office manager, Southridge Video Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas.  |
|  |  |
| EDUCATIONSep 20XX - May 20XXA.S. H.R. Management,Bellows College | SkillsData analysisProject managementCommunicationOrganizationProblem solving | INTERESTSThis section is optional but can showcase the unique, intriguing, even fun side of who you are. |