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| Chanchal Sharma | OFFICE MANAGER  State 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. | | | |
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| chanchals@example.com | (718) 555–0100 | | LinkedIn profile |
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|  | 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. | | | |
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| EDUCATION Sep 20XX - May 20XXA.S. H.R. Management,Bellows College | Skills  Data analysis  Project management  Communication  Organization  Problem solving | INTERESTS  This section is optional but can showcase the unique, intriguing, even fun side of who you are. | | |