**Jane Doe  
123-456-7890 | jane@example.com | Singapore**

*Objective: Office Assistant*

**Education**

National University of Singapore, Diploma in Business (May 2025)

**Skills**

Word

Excel

English

Tamil

Customer service

Teamwork

**Projects**

**Marketing Project**

Made posters and social media posts

**Hobbies & Clubs**

Football team

Volunteering