

YOUR NAME

ADMINISTRATIVE ASSISTANT

PROFILE

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CONTACT

(212) 204-5342

your.name@gmail.com

123 Your Street
Your City, ST 12345

linkedin.com/in/your.name

EDUCATION

Month 20XX

Degree,

Ut enim ad minim veniam

UNIVERSITY NAME

– Location

KEY SKILLS

- Microsoft Office
- Spanish and English
- Web and tech savvy
- Typing speed of 70 WPM
- Problem solving
- Team leadership

AWARDS

Month 20XX

Award Title / Brand

PROFESSIONAL EXPERIENCE

Job Title

Company Name - Location

Month 20XX – Present

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Job Title

Company Name - Location

Month 20XX – Month 20XX

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Job Title

Company Name - Location

Month 20XX – Month 20XX

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Dear Job Seeker,

Each Google Docs resume template is designed to be easy to fill out and you land an interview.

But that doesn't mean filling in all the details is easy.

If you're struggling to write your resume, here are some free resources to you put together a job application that convinces employers you're the right person for the job:

- [Free Resume Builder](#)
- [How to Write a Resume](#)
- [Resume Samples by Industry](#)

Once you have a great resume, pair it with a convincing cover letter by downloading a matching [Google Docs cover letter template](#).

Additionally, here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)

Best regards,

The Resume Genius Team