




# YOUR NAME


Administrative Assistant

## Contact

 (212) 204-5342

 yourname@gmail.com

 123 Your Street,  
Your City, ST 12345

 linkedin.com/in/name

## Education

Month 20XX

**School Name / Degree,**  
*Lorem ipsum dolor sit amet*  
– Location

## Key Skills

Skill number one

Skill number two

Skill number three

Skill number four

Skill number five

## Awards

Month 20XX

AWARD TITLE / Brand

## Profile

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## Professional Experience

Month 20XX – Present

Location

**Job Title** at Company Name

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Month 20XX – Month 20XX

Location

**Job Title** at Company Name

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Month 20XX – Month 20XX

Location

**Job Title** at Company Name

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# Dear Job Seeker,

Each Google Docs resume template is designed to be easy to fill out and help 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 help 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**