

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.

EXPERIENCE

OFFICE MANAGER, The Phone Company
Jan 20XX - Current

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.

OFFICE MANAGER, Nod Publishing
Mar 20XX - Dec 20XX

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.

OFFICE MANAGER, Southridge Video
Aug 20XX - March 20XX

Summarize your key responsibilities and accomplishments.

Where appropriate, use the language and words you find in the job description. Be concise, targeting 3-5 key areas.

EDUCATION

A.S. H.R. MANAGEMENT
Bellows College
Sep 20XX - May 20XX

CONTACT INFO

(718) 555-0100
chanchals@example.com
www.interestingsite.com
Albany, NY

SKILLS

- Data analysis
- Project management
- Communication