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| --- | --- | --- |
|  | EvelynAnderson |  |
|  |  | OFFICE MANAGERState 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. | Contact Info(718) 555–0100chanchals@example.com[www.resumeviking.com](https://www.resumeviking.com/templates/word/)Albany, NY |  |  |
|  |  | EXPERIENCE**OFFICE MANAGER,** The Phone CompanyJan 20XX - CurrentSummarize 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 PublishingMar 20XX - Dec 20XXSummarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.OFFICE MANAGER, Southridge VideoAug 20XX - March 20XXSummarize 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. |  |  |
|  |  | EDUCATIONA.S. H.R. MANAGEMENTBellows CollegeSep 20XX - May 20XX | SKILLS* Data analysis
* Project management
* Communication
 |  |  |