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|  | Evelyn Anderson | | | |  |
|  |  | 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. | Contact Info  (718) 555–0100  chanchals@example.com  [www.resumeviking.com](https://www.resumeviking.com/templates/word/)  Albany, NY |  |  |
|  |  | EXPERIENCE **OFFICE MANAGER,** The Phone CompanyJan 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 PublishingMar 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 VideoAug 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 | SKILLS   * Data analysis * Project management * Communication |  |  |