[YOUR NAME]

Administrative Assistant

[City, State] | [Phone] | [Professional Email] | [LinkedIn/Portfolio if useful]

PROFESSIONAL SUMMARY

[2-3 lines: years or level, type of administrative support, strongest relevant systems or responsibilities, and the value you bring.]

CORE SKILLS

Calendar management	Meeting coordination	Microsoft Excel	Microsoft Outlook
Document preparation	Records management	Travel coordination	Invoice or expense support

PROFESSIONAL EXPERIENCE

[Job Title] | [Employer, City, State] | [Month Year - Present]

- [Action] [administrative task] for [team/department/scope], using [tool or process].
- [Action] [records, scheduling, documents, or communication] and [real outcome or scope if known].
- [Action] [office workflow] while maintaining [accuracy, timeliness, or service standard].

ADDITIONAL EXPERIENCE / PROJECTS

[Use for internships, volunteer work, campus roles, or transferable experience when relevant.]

EDUCATION

[Degree, diploma, or relevant training] | [School] | [Year]

CERTIFICATIONS / CREDENTIALS

[Relevant certification or software training, if any]

Template note: Replace every bracketed prompt with your own facts. Keep only skills, tools, duties, credentials, and metrics you can support.