

[Your Name]
[Street Address], [City, ST ZIP Code]
[phone]
[e-mail]

OBJECTIVE

A secretarial or administrative assistant position.

SUMMARY OF SKILLS

Organizational

- Worked with local business to update company's secretarial manual (fulfilled class requirement); helped design new, simplified memo format, which gained company-wide acceptance.
- Created responsibilities manual for volunteers at county hospital, which reduced overlapping duties and increased efficiency.
- Assisted in managing volunteers for outpatient information desk at hospital.

Secretarial

- Experienced in document formatting, proofreading, and administrative assistant duties.
- Skilled in Microsoft Works and Lotus 1-2-3 on PC.
- Ability to type 70 words per minute with no errors.

Communication

- Delivered a speech to local civic clubs and philanthropic organizations on the importance of hospital volunteers, which brought in seven new volunteers.
 - Wrote articles for local newspaper on vocational team's achievements at district and state contests.
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EDUCATION

Graphic Design Institute, Huntsville, TX (Current GPA is 3.7/4.0)
Graduation expected June 1995

Related course work

- Bookkeeping I & II, Typing, Advanced Typing, Computer Operations, Word Processing I & II, Business Writing, Vocational Business Curriculum (2 years)

Awards

- Outstanding High School Volunteer, Elm County Hospital (1995)
- State Business Vocations Contest (1995)
 - document formatting (1st)
 - business knowledge (2nd)
 - administrative assistant competition (2nd)

Memberships

- Business Professionals of America (student member)
- Texas Association of Hospital Volunteers
- Junior Rotarian