

Suggested Chronological Resume Formatting

Your Name Here

✓ Your name is important! Make a great impression. This is the first thing they see.

Street Address ♦ City, State 00000 ♦ (949) 555-1212 ♦ Youremailaddress@email.com

Objective

Executive assistant position focused on performing a variety of high-level projects in support of organizational and executive level goals.

Profile

Motivated, dynamic, and personable business professional who has demonstrated the capacity to provide comprehensive support for executive-level staff; excels at scheduling meetings, coordinating travel, and managing all essential tasks. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent executive guidelines.

Highly focused and results-oriented in supporting complex, deadline-driven operations. Excellent team-building skills. Adept at developing and maintaining administrative processes that reduce redundancy, improve accuracy and efficiency; identifies goals and priorities and resolves issues in initial stages.

Skills Summary

- | | | |
|---------------------------|---------------------|------------------------------|
| ♦ Organizational Skills | ♦ Computer Savvy | ♦ Time Management |
| ♦ Problem Solving | ♦ Customer Service | ♦ Accounting/Bookkeeping |
| ♦ Written Correspondence | ♦ Scheduling | ♦ Project Management |
| ♦ Executive Office Skills | ♦ Marketing & Sales | ♦ Professional Presentations |

Professional Experience

BUSINESS NAME – City, State

2006 to 2008

Executive Assistant/Office Manager

Provided high-level administrative support to Regional Vice President of a leading educational publishing company that offers the most comprehensive, customized, and innovative products and services available in educational publishing.

- ♦ Organized daily calendars and e-mail correspondence. Collaborated with executive management to manage and successfully complete assigned projects
- ♦ **Directed** all administrative and project-support efforts. Created presentations and scheduled all executive-level meetings, conferences, and travel. Prepared biweekly time, expense, and travel reports
- ♦ Maintained electronic distribution lists, ordering of office supplies, and public areas. Tracked executive spending and expense reports relating to Corporate Credit Card account
- ♦ Completed research, reporting, information management, and market-support activities within demanding time frames
- ♦ Oversaw a wide variety of administrative functions, in support of all executive-level projects and information-management processes. Compiled and analyzed data from monthly reports to prepare for and present to Regional Vice President

BUSINESS NAME – City, State

2004 to 2006

Training, Safety and Compliance Specialist

Manages compliance concerns within the Industrial Safety Department encompassing work-related safety and training for the third largest integrated energy company in the US.

- ♦ Leads and participates in program development to improve learning throughout the organization by performing needs assessment and performance evaluations, identifying learning/training gaps
- ♦ Provides technical support and specialized training to over 100 employees weekly in multiple safety areas by developing, implementing, and coordinating related training classes; analyzes, designs, and evaluates training solutions assuring optimum performance and continual improvement
- ♦ Spearheaded the development, implementation, and quality assurance of the facility's Health and Safety programs; instructs, counsels and coaches employees to maintain safety results

✓ The best email “handle” to go with is some variation of your full name. HuggyBear2 is not considered professional. Gmail, Yahoo, and Hotmail are some example of some free email servers to sign up for to customize your professional email address. Your current server or internet provider may be able to accommodate this as well.

✓ It is critical to have a particular role in mind when drafting your resume. If your resume comes across vague, employers may perceive this as being uncommitted. Pick a job ad or description, look for a list of qualifications, traits, skills, etc., and select the parts that appeal and apply to you and your experience. Key words are important! Try to use the same key words as noted in the Advertised job description.

✓ The first quarter of the first page of your resume is the most important space in the document because it is the place that receives the reader's eye contact and the most focus.

✓ Use strong action words to initiate your work experience details... try not to overuse!

✓ Choose an appropriate type font for your resume. Arial, Georgia, or Times Roman are recommended. Some resume scanning software are unable to read designer fonts. It is advised to use size 10-11 fonts.

✓ Your work experience MUST fulfill the expectations of the profile and skills summary.

Suggested Chronological Resume Formatting

Your Name Here

Page 2

BUSINESS NAME – City, State

2003 to 2006

Operations Assistant

Provided Naval and Marine Corps Command with administration and operations support for a company that provides systems engineering, technical, and managed services to government and private sector customers.

- ◆ Provided Project Management support to Naval Officers for construction efforts from conception to completion; maintained and prepared all correspondence, contractor communications, and invoice receipt data logs
- ◆ Updated monthly briefings/reports for US Navy and Marine Corps Command
- ◆ Researched funding issues in consultation with the Contract Specialist and Funding Sources
- ◆ Served as office liaison for National Archive & Record Administration, and Camp Pendleton for contracting opportunities
- ◆ Established, maintained, and finalized Official office files; managed projects assigned by Command personnel and processed invoices for payment; researched and rectified unpaid invoices weekly

BUSINESS NAME – City, State

2000 to 2003

Executive Assistant

Administered executive support to the senior management team of a private organization that provides home building and renovation services.

- ◆ Orchestrated and ensured efficient administration of entire executive team
- ◆ Provided superior executive support to senior personnel, including administrative aspects of land acquisitions, correspondence, legal documents, financial managements, events/logistics coordination, communications and policy compliance, and problem resolution
- ◆ Assumed expanded responsibilities during staff vacancies; prepared executive agenda and meeting minutes for senior management; directed and implemented web-based customer service software upgrade
- ◆ Coordinated and set up high-level conference calls, board and management meetings, special events and travel arrangements for top executives
- ◆ Conducted extensive Internet research on competitors and potential acquisitions, reporting findings to senior management. Developed, formatted and maintained databases

Education

UNIVERSITY OF MARYLAND – Online Campus
Enrolled, B.A. in Business Finance, 57 credit hrs

COLONIAL HIGH SCHOOL – City, State
High School Diploma

Computer Skills

Windows OS ◆ Microsoft Outlook, Word, Excel, PowerPoint ◆ Adobe Acrobat Pro ◆ Dreamweaver

✓ Keep your resume to a 2 page minimum. It is not necessary to list EVERY job you have ever had. Just list those that are recent and relevant to the job that you are applying for.

✓ If you have any professional achievements, you can add an ACHIEVEMENT title and list your MEASURABLE achievements or list under your Professional Experience heading with your associated work history.

✓ You can insert a PROFESSIONAL TRAINING category and list professional courses or workshops that you attended for career development purposes. Make sure they relate to the job you're applying for.

Street Address ◆ City, State 00000 ◆ (949) 555-1212 ◆ youremailaddress@email.com