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Sample Administrative Assistant Resume Template

Full Name
Street Address
City, State, Zip Code
Phone Number • email address

Objective: To obtain a position as an administrative assistant with XYZ company.

Summary of Qualifications

- X years of experience providing administrative support in an office environment.
- List qualifications you have that will be helpful in an administrative role, such as:
- Key competencies necessary for administrative roles
- Relevant professional certifications or other closely-related credentials
- Other relevant qualifications

Key Skills

- Detail particular skills related to an administrative assistant job, such as
- Office productivity software program usage (Word, Excel, PowerPoint, Outlook, etc.)
- Project management skills
- Budgeting/budget management
- Scheduling appointments/travel/company events, etc.
- Purchasing/negotiation
- Any other key skills; customize the list to your abilities

Professional Experience

Company Name, Job Title Month, year (starting) – Month, year (ending)
Duties included list primary responsibilities of this position. Major accomplishments include list your major achievements in the position (did you get promoted, achieve key metrics, implement new procedures, etc?).

Company Name, Job Title Month, year (starting) – Month, year (ending)
Duties included list primary responsibilities of this position. Major accomplishments include list your major achievements in the position (did you get promoted, achieve key metrics, implement new procedures, etc?).

Company Name, Job Title Month, year (starting) – Month, year (ending)
Duties included list primary responsibilities of this position. Major accomplishments include list your major achievements in the position (did you get promoted, achieve key metrics, implement new procedures, etc?).

Education

Highest level of education achieved, including field of study, type of degree or credential, name of school; if still enrolled include expected completion date

References: Available upon request.