

*Name*  
*Phone*  
*Email*

### **PROFESSIONAL SUMMARY**

Your professional summary should talk about what you are currently studying and what you want to accomplish after graduation. *Your professional summary should be 2-3 sentences long and tell the reader: where are you now, where do you want to be, and what skills you have to offer them.*

### **SKILLS AND QUALIFICATIONS**

- Bullet list of skills and qualifications that speak directly to the job you are applying for.
- *Customize your skills and qualifications to the minimum requirements of the job or internship you are applying for.*

### **EDUCATION**

**Associate of (Art/Science) – Area of Study**  
Red Rocks Community College, Lakewood, CO

Anticipated May 2020

### **RELATED COURSEWORK**

- List Related Coursework

### **EMPLOYMENT HISTORY**

***Administrative Assistant***  
***ABC Law Firm***, Denver, CO

Aug 2017 – Present

- Handles calls and promptly forwards them to appropriate person among 85 employees.
- Responsible for scheduling meetings for all employees; escorts visitors to staff members' offices, along with provides hospitality service arrangements as requested by staff.

***Secretary/Receptionist***

Feb 2016 – Jan 2017

**EDF Corporation**, Golden, CO

- Established and maintains electronic records management system for all incoming and outgoing correspondence.
- Dispatched four messengers on bank runs on assignments as requested by management, coordinating trips to ensure the multiple stops were made each time. This saved the company approximately \$29.50 per messenger per day excess travel expenses.

### **COMMUNITY SERVICE (OPTIONAL)**

***Volunteer***

Jan 2014 – Mar 2016

**Employers Name, City, State**

- Volunteer 45 hours.

### **AWARDS AND RECOGNITION (OPTIONAL)**

National Honor Society  
Honor Roll

May 2019  
2014-2017