|  |  |  |
| --- | --- | --- |
| YOUR NAME SURNAME  ASSISTANT MANAGER | | |
| [Address] | [Phone] | [Email] |
|  | PERSONAL STATEMENT |  |
|  |  |
| [Replace this sentence with your job objective. To replace any tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don’t include space to the right of the characters in your selection.] | | |
| EDUCATION — | EXPERIENCE |  |
|  |
| [School Name], [City],  [State]  [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.] | [Dates From] – [To]  [Job Title] • [Job Position] • [Company Name]    [Dates From] – [To]  [Job Title] • [Job Position] • [Company Name]    [Dates From] – [To]  [Job Title] • [Job Position] • [Company Name]  [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.] | |
| KEY SKILLS — | COMMUNICATION |  |
|  |
| Marketing  Project Management  Budget Planning  Social Media  Planning | [You delivered that big presentation to rave reviews.  Don’t be shy about it now! This is the place to show how well you work and play with others.] | |
|  | LEADERSHIP |  |
|  |
|  | [Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity?  You’re a natural leader—tell it like it is!] | |
|  |  | |
|  | REFERENCES |  |
|  |  |
| [Available upon request.] | | |