|  |
| --- |
| YOUR NAME SURNAMEASSISTANT 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  |  |
|  |
| MarketingProject ManagementBudget PlanningSocial MediaPlanning  | [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.] |