

# TRUONG

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## OFFICE MANAGER

State your career goals and show how they align with the job description you're targeting. Be brief and keep it from sounding generic. Be yourself.

## CONTACT INFO

(718) 555-0100  
chanchals@example.com  
www.interestingsite.com  
Albany, NY

## EXPERIENCE

### **OFFICE MANAGER, The Phone Company**

Jan 20XX - Current

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas.

### **OFFICE MANAGER, Nod Publishing**

Mar 20XX - Dec 20XX

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.

### **OFFICE MANAGER, Southridge Video**

Aug 20XX - March 20XX

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the job description. Be concise, targeting 3-5 key areas.

## EDUCATION

### **A.S. H.R. MANAGEMENT**

Bellows College

Sep 20XX - May 20XX

## SKILLS

- Data analysis
- Project management
- Communication

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