Name

Address

Contact number

Email

Personal summary

**EXAMPLE -** A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

Skills

* 80 words per minute typing
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Accredited member of APA (Association of Personal Assistants)
* Fully qualified first-aider

Employment History

Job Title (mm/yyyy – mm/yyyy)

Company Name, Location

Achievements and responsibilities:

* What did you do
* What did you do
* What did you do
* What did you do

Job Title (mm/yyyy – mm/yyyy)

Company Name, Location

Achievements and responsibilities:

* What did you do
* What did you do
* What did you do
* What did you do

Job Title (mm/yyyy – mm/yyyy)

Company Name, Location

Achievements and responsibilities:

* What did you do
* What did you do
* What did you do
* What did you do

Education

College/School Name (mm/yyyy – mm/yyyy)

A-levels**:**

* Subject – result
* Subject – result
* Subject – result

****School Name**** (mm/yyyy – mm/yyyy)

10 GCSEs, grade A-C, including Maths and English

Hobbies & Interests

**EXAMPLE -** I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two week production and relished the chance to take control of performances and react to a high-pressure environment.

References

References are available upon request.