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| YOUR NAME  **From Resume Genius** | |
| |  | | --- | |  | | **CAREER OBJECTIVE** | |  | | Highly motivated high school graduate with strong organizational skills, exceptional attention to detail, and excellent communication abilities. Looking to contribute to a professional and efficient work environment as the Administrative Assistant at Houston Paper Supply Company. | |  | | **RELEVANT EXPERIENCE** | |  | | Sep 2022–May 2023 | Houston Food Bank, Houston, TX  **Volunteer Administrative Assistant** | | * Assisted with administrative tasks including data entry, filing and document organization, and ensuring efficient office operations * Coordinated and scheduled deliveries and pick-ups for 35 staff members and volunteers, managing calendars and sending out reminders * Answered 15+ calls and emails per shift, providing accurate information and answers to queries | |  | | June 2022–Dec 2022 | Self-Directed Project, Houston, TX  **Personal Project: Event Planning Assistant** | | * Assisted in organizing and planning a successful community fundraising event, attracting 200+ attendees and raising $1,000 for a local charity * Helped orchestrate event logistics, including venue selection, budgeting, and vendor coordination * Used strong communication skills to secure support pledges from local businesses * Marketed the event to the community on social media platforms, gaining 3000+ impressions and 400+ comments | |  | | Aug 2021–June 2023 | Memorial High Business Club, Houston, TX  **Treasurer & Event Planning Committee Member** | | * Managed club finances, overseeing budgeting and tracking expenses * Assisted in organizing networking events and workshops for club members | | |  |  | | --- | --- | |  | | |  | (713) 123-4567 | |  | your.name@gmail.com | |  | | | **EDUCATION** | | | **Memorial High School,**  **Houston, TX**  *High School Diploma, June 2023*  *GPA: 4.0/4.0*  **Relevant Coursework:**  AP Statistics  AP Computer Science Principles  AP English Language and Composition  **Academic Awards:**  Academic Excellence Award | | |  | | | **RELEVANT SKILLS** | | | Microsoft 365 | | | Google Workspace | | | Slack | | | Asana | | | Typing speed of 80+ WPM | | | Time management | | | Problem solving | | | Critical thinking | | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  The Corporate resume template is designed to make you appear professional and well-organized.  An easy-to-read sans-serif font and clear header hierarchy help hiring managers quickly determine if you’re qualified for the job.  We suggest using the Corporate resume if you’re aiming to join a company’s leadership team as an [executive](https://resumegenius.com/resume-samples/executive-resume-examples) or [assistant manager](https://resumegenius.com/resume-samples/assistant-manager).  If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:  ·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     How to Write a Resume  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)  Once you have a great resume, pair it with a convincing cover letter using our matching [2022 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:  ·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | |