

# EARL WEIDNER

## 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

[Link back to Web site](#)