

# Sample Resume

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**Jennifer Jones**  
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## **Career Objective:**

Seeking an intern/apprentice position leading to an administrative assistant position

## **Experience:**

Office Assistant part-time August 2013-present  
Abbott Insurances, Albuquerque, New Mexico

Greeted customers and made them feel comfortable

Became familiar with standard office procedures

Worked with minimum supervision

Answered phones and took messages

Filed paperwork

Received customer payments

Used data entry on standard forms

Expanded knowledge of insurances, from personal to business

Office Aide for principal's secretary September 2013-June 2014  
Main High School, Albuquerque, New Mexico

Created brochures & school newsletter with computer technology skills

Used data entry on standard forms

Filed papers

Copied forms

Ran errands on campus

Tutor (Volunteer) September 2012-June 2013  
Lincoln Middle School, Albuquerque, New Mexico

Tutored students in computer programs

Assisted younger students with homework on the computer

## **Education and Training:**

High School Diploma; June, 2014

Main High School, Albuquerque, New Mexico

DECA (Business club)

Focus: Business Administration

October 2012-June 2014

## **References:**

Available upon request