

RESUME

NAME
Address
Phone no. / Fax no. / Cell no.
email

Self-motivated, multilingual *[delete if not applicable]*, diligent, detail-oriented _____ *[insert position]* with experience in all office functions and solid background in the healthcare field. Excels at multi-tasking in a fast-paced environment, completing projects within time and budget constraints. Superior customer service and computer skills with proficiency in _____ *[list software]*.

PROFESSIONAL EXPERIENCE

Dates started & ended

Name of employer, city

Position

- [List responsibilities]

Accomplishments

- [list major accomplishments while in this position]

Dates started & ended

Name of employer, city

Position

- [List responsibilities]

Accomplishments

- [list major accomplishments while in this position]

Dates started & ended

Name of employer, city

Position

- [List responsibilities]

Accomplishments

- [list major accomplishments while in this position]

EDUCATION

Dates started & ended

Name of educational institution, city

Program enrolled in & diploma, certification, etc. obtained
[include any honors, scholarships received, etc.]

THIS IS A 2-PAGE FORM.