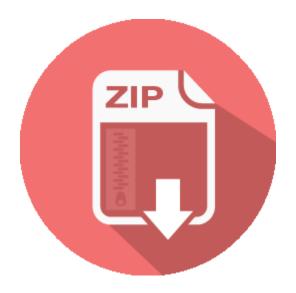
ADMIN RESUME SAMPLE



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If you're looking for administrative jobs, your resume needs to convey your versatility and proficiency. Starting out in the administrative field, you might not be sure which of your skills matter most to hiring managers. No sweat. View the sample resume for an admin below, and download the entry-level admin resume template in Word.

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Administrative Assistant Resume Example and Keywords

All resumes should include sections for contact information, experience, and education. You'll see those sections in the sample resume below. As well, you can also optionally include a profile, summary, or objective section, and emphasize your qualifications for an office manager or administrative assistant role.

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Admin Manager Resume Samples and examples of curated bullet points for your resume to help you get an interview.

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Sample resume for a midlevel administrative assistant Do you excel at making other people's work lives run smoothly, but need help smoothing out your own resume? To be a successful candidate for admin jobs, resume

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