EXECUTIVE ASSISTANT RESUME

Template For **Google DOCS** & **Microsoft WORD**

123-456-7890

youremail@domain.com

linkedin.com/in/username

123 Your St., Your City

NAME SURNAME

EXECUTIVE ASSISTANT

PROFESSIONAL PROFILE

Organized and proactive Executive Assistant with over [X] years of experience supporting C-level executives. Skilled in managing calendars, coordinating travel, and handling communications with discretion. Known for attention to detail and problem-solving in fast-paced environments, enhancing executive productivity and streamlining operations.

SKILLS

✓ Calendar and Schedule Management
✓ Travel Coordination and Itinerary Planning

WORK EXPERIENCE

JOB POSITION

Company name / MONTH 20XX - present

- Focus on relevant positions and quantify your accomplishments with specific numbers and results.
- Use strong action verbs to describe your responsibilities and emphasize your contributions to your previous employers.
- Tailor your language and formatting to the job description and industry, and avoid including irrelevant information.

JOB POSITION

Company name / MONTH 20XX - MONTH 20XX