



Full Name

Town Address

01273 123 456 • 07980 123 456 • full.name@gmail.com

Linked-In Profile – Make sure that this is also up to date

Personal statement

This section should be tailored for the role in which you are applying for.

E.G.

A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

Key Skills

- 80 words per minute typing
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Accredited member of APA (Association of Personal Assistants)
- Fully qualified first-aider

Employment History

Start with you most recent / current role.

(April 2011 – Present)

PA to Personnel Manager, Company Name, Location

- Implemented a change of stationery supplier, reducing costs by 20%
- Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
- Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
- Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
- Diary management, typing correspondence and documents, creating presentations and creating meeting minutes

June 2010 – April 2011

Front of House Receptionist, Company Name, Location

- Presenting a professional and friendly first impression of the firm to all visitors and clients
- Managing incoming phone calls and mail
- Organising stationery orders and liaising with suppliers to meet business requests
- Replenishing and restocking the bar, always ensuring high level of stock management efficiency
- Also assumed the role of fire/health and safety officer for the entire office staff

October 2007 – May 2010

Secretary, Company Name, Location

- Maintaining and organising the company filing system
- Answering incoming calls
- Typing all necessary documents and correspondence as required
- Printing any supplementary notes as required
- Running professional errands



Education

September 2004 – June 2006

College/School Name

A-levels:

- General Studies – B
- English – C
- Mathematics – C

September 1998 – June 2004

School Name

10 GCSEs, grade A-C, including Maths and English

Hobbies & Interests

I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two week production and relished the chance to take control of performances and react to a high-pressure environment.