

Avery Example

Example City | avery.career@example.com | [Add your phone number]

FICTIONAL TEACHING SAMPLE | Replace every example fact before use

Profile

Administrative assistant with experience maintaining records, responding to routine enquiries and preparing meeting materials. Seeking an office support role with a focus on accurate information and clear communication.

Experience

Administrative Assistant | Example Services Ltd

Jul 2024 to Sep 2026

- Updated a shared contact register and checked incomplete entries with the relevant team member.
- Prepared agendas and action notes for weekly team meetings, recording owners and agreed due dates.
- Answered routine customer enquiries using approved information and passed unresolved questions to a supervisor.

Customer Service Assistant | Example Retail Co

Sep 2023 to Jun 2024

- Helped customers locate products and explained store procedures using current guidance.
- Recorded stock discrepancies and passed them to the shift supervisor for review.

Education

Certificate in Business Administration | Example Training College

Completed Jun 2023

- Coursework included business correspondence, document preparation and spreadsheet fundamentals.

Skills

Practical skills

- Spreadsheets: sorting, filtering, simple formulas and data checks.
- Documents: consistent formatting, meeting notes and shared-file organisation.