Name

Address

01234 000000 • 0113 000 0000 • name@mail.com

Personal statement

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

Position, Company Name, Location

(April 2011 – Present)

Achievements and responsibilities:

Position, Company Name, Location

(June 2010 – April 2011)

Achievements and responsibilities:

Position, Company Name, Location

(October 2007 – May 2010)

Achievements and responsibilities:

Education

****School Name****

(September 1998 – June 2004)

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.

References

References are available upon request.