|  |  |  |
| --- | --- | --- |
| John Doe | | |
| Summary  Motivated recent graduate with a passion for education and student services. Eager to leverage strong communication skills and organizational abilities to support prospective students in their admissions journey.  Work Experience  **Admissions Assistant Jan 2023 – Present**  Anytown University Anytown, CA   * Assisted in processing over 200 applications, ensuring timely communication with applicants. * Organized campus tours and information sessions for prospective students and families.   **Student Intern Sep 2021 – Dec 2022**  Local Community College Anytown, CA   * Conducted outreach to high schools, promoting college enrollment and financial aid opportunities. * Collaborated with staff to develop informational materials for prospective students.   Education Bachelor of Arts: Communication May 2022 *Anytown University**Anytown, CA*  references   * Provided upon request | Contact  (123) 456-7890  john.doe@example.com  Anytown, CA 12345  Skills  Communication  Customer Service  Organization  Data Entry  Time Management  Public Speaking  Interpersonal Skills  Problem Solving |