|  |  |  |
| --- | --- | --- |
| Jane Doe | | |
| Summary  Detail-oriented and motivated recent graduate with a passion for transcription and strong listening skills. Eager to leverage typing speed and accuracy to support efficient documentation in a professional environment.  Work Experience  **Transcription Intern Jun 2022 – Aug 2022**  ABC Transcription Services Anytown, CA   * Transcribed 100+ hours of audio recordings accurately. * Collaborated with senior transcriptionists to ensure quality and consistency.   **Data Entry Clerk Jan 2021 – May 2022**  XYZ Corp Anytown, CA   * Inputted and organized data for 500+ client records with 99% accuracy. * Assisted in training new staff on data entry procedures.   Education Bachelor of Arts: English Jan 2022 *University of Anytown**Anytown, CA* | Contact  (123) 456-7890  jane.doe@example.com  Anytown, CA 12345  Skills  Fast typing (70 WPM)  Excellent listening skills  Attention to detail  Basic understanding of medical terminology  Proficient in Microsoft Word  Time management  Ability to work independently  Strong grammar and punctuation knowledge  Familiarity with transcription software  Adaptability |