

Qué incluir



Un buen primer paso en la creación de su currículu es pensar en la información que desea incluir. Puede ser una buena idea reunir información acerca de los trabajos del pasado y elaborar listas de habilidades y logros antes de empezar a escribir su currículu en la computadora.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

SUMMARY

Experienced and results-oriented administrative professional with proven abilities in customer service and communication.

EXPERIENCE

2008 - present *Administrative Assistant, Nixon & Lindstrom Insurance*

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 *Receptionist, Ozarks Community College*

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

Echemos un vistazo a lo que debe incluir en cada sección de un currículu. Empezaremos con la información de contacto. La sección de contacto es muy importante, por lo que por lo general está en la parte superior. Debe incluir un nombre, número de teléfono con código de área y una dirección. También puede incluir una dirección de correo electrónico. Asegúrese de que su mensaje de correo de voz o contestador automático sea profesional y apropiado.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

SUMMARY

RedHotRedhead@gmail.com

Experienced and results-oriented administrative professional with proven abilities in customer service and communication.

EXPERIENCE

2008 - present *Administrative Assistant, Nixon & Lindstrom Insurance*

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 *Receptionist, Ozarks Community College*

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

También asegúrese de que cualquier dirección de correo electrónico que incluya sea profesional y apropiada.



No utilice un correo electrónico que le haya proporcionado su empleador actual a menos que tenga permiso para el uso personal de esa cuenta.



Si incluye una dirección de correo electrónico en la información de contacto, asegúrese de consultar su correo electrónico con regularidad para ver si ha recibido alguna respuesta de los empleadores potenciales.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

SUMMARY

Experienced and results-oriented administrative professional with proven abilities in customer service and communication.

EXPERIENCE

2008 - present **Administrative Assistant, Nixon & Lindstrom Insurance**

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 **Receptionist, Ozarks Community College**

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

La siguiente sección a menudo es un resumen o un objetivo.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

Resumen - ¿por qué es la persona apropiada?

Objetivo - sus objetivos profesionales

EXPERIENCE

2008 - present **Administrative Assistant, Nixon & Lindstrom Insurance**

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 **Receptionist, Ozarks Community College**

- served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

Un resumen describe brevemente por qué usted sería un buen candidato para el puesto de trabajo. Un objetivo describe sus metas profesionales.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

SUMMARY

Experienced and results-oriented administrative professional with proven abilities in customer service and communication.

EXPERIENCE

2008 - present **Administrative Assistant, Nixon & Lindstrom Insurance**

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 **Receptionist, Ozarks Community College**

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

El resumen u objetivo se suele utilizar para destacar algunos de los puntos fuertes que usted tiene como candidato. También es muy corto.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

SUMMARY

Experienced and results-oriented administrative professional with proven abilities in customer service and communication.

EXPERIENCE

2008 - present **Administrative Assistant, Nixon & Lindstrom Insurance, Springfield, MO**

most recent

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 **Receptionist, Ozarks Community College**

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

La sección de historial laboral es la siguiente. Aquí, los trabajos se muestran en orden cronológico inverso, con el trabajo más reciente en la parte superior. Tenga en cuenta el trabajo que está solicitando al decidir cuáles puestos incluir en la lista y cómo describirlos. Trate de abarcar varios años recientes de la historia laboral y concéntrese en las experiencias más relevantes.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

SUMMARY

Experienced and results-oriented administrative professional with proven abilities in customer service and communication.

EXPERIENCE

2008 - present **Administrative Assistant, Nixon & Lindstrom Insurance, Springfield, MO**

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 **Receptionist, Ozarks Community College**

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

Para cada trabajo, usted necesitará enumerar las fechas en que lo llevó a cabo, el título del trabajo y el nombre de la empresa. Las fechas se pueden enumerar como el año sin hacer mención al mes, pero tiene sentido incluir al mes cuando el trabajo es reciente o sólo duró un corto tiempo.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

SUMMARY

Experienced and results-oriented administrative professional with proven abilities in customer service and communication.

EXPERIENCE

2008 - present **Administrative Assistant, Nixon & Lindstrom Insurance, Springfield, MO**

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 **Receptionist, Ozarks Community College**

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

Algunos currículos también incluyen la ciudad y el estado donde se realizó el trabajo.

MARY BAILEY

840 Boonville Avenue, Springfield, MO 65802 | 417-555-1212 | mbailey22@gmail.com

SUMMARY

Experienced and results-oriented administrative professional with proven abilities in customer service and communication.

EXPERIENCE

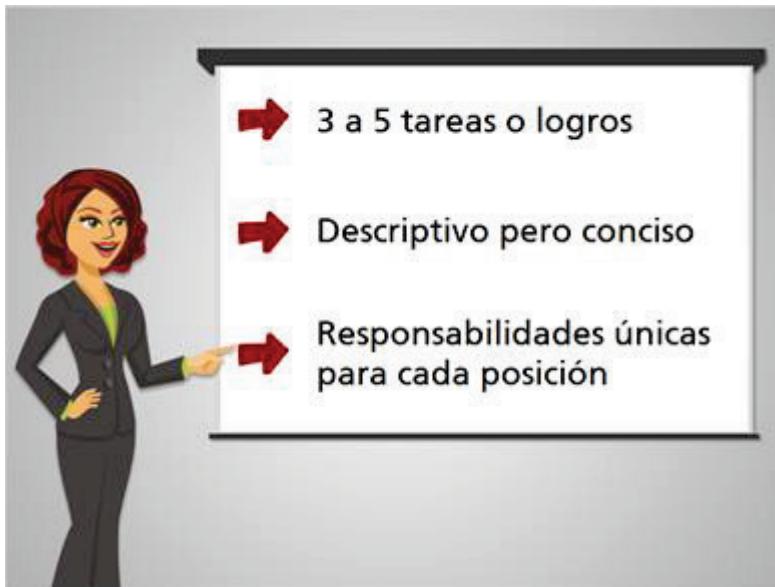
2008 - present **Administrative Assistant, Nixon & Lindstrom Insurance, Springfield, MO**

- Excel in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

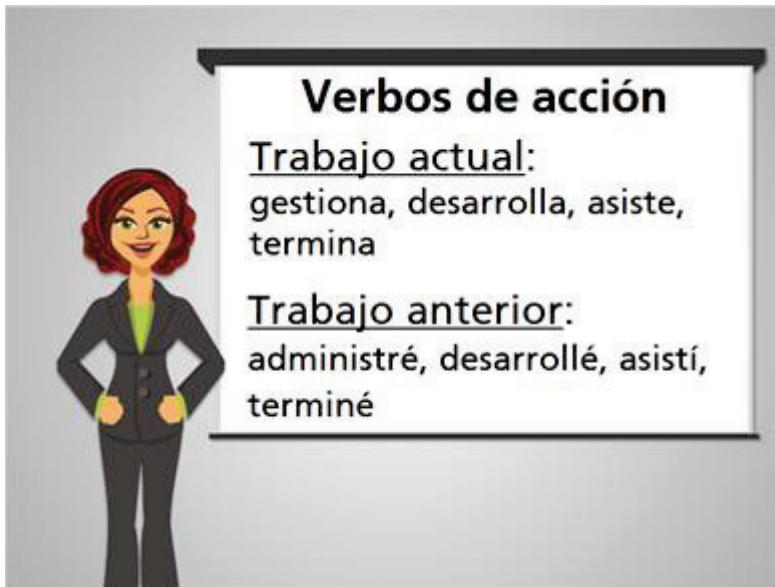
2001 – 2008 **Receptionist, Ozarks Community College**

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

Usted también enumerará las tareas del puesto de trabajo o sus logros específicos. Esta suele ser la parte más detallada del currículum y cuya redacción lleva más tiempo. Esa es la razón por la que elaborar listas de habilidades y logros en cada puesto de trabajo es una buena manera de empezar a la hora de crear su currículum.



Trate de pensar en tres a cinco tareas o logros diferentes sobre los que va a escribir. Cada frase debe ser descriptiva, pero concisa. No se repita a sí mismo ni incluya detalles que no sean relevantes. Trate de enumerar algunas funciones únicas de trabajo para cada puesto en su historia laboral, incluso si los trabajos fueron muy similares. No enumere las mismas cosas una y otra vez.



Cuando escriba sus funciones de trabajo, piense en incluir muchos verbos de acción. Estos son palabras como gestiona, desarrolla, asiste, termina. Si se trata de un trabajo en el que todavía está empleado, use el tiempo presente. Si se trata de un trabajo anterior que llevó a cabo, use el tiempo pasado como administré, desarrollé, asistí o terminé.

and administrative tasks and resolve customer issues with expediency.
• Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
• Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 Receptionist, Ozarks Community College
• Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
• Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

EDUCATION

2001	Bachelor of Arts, Missouri State University
1998	Associate of Arts, Columbia College

CERTIFICATIONS

2013	Microsoft Office Specialist
------	-----------------------------

Lo siguiente es la sección de la educación. A menudo un trabajo tendrá un requisito de educación y esta sección le permite dejar claro que usted cumple con ese requisito. Si se graduó de la escuela preparatoria hace más de uno o dos años, típicamente no lo enumeraría a menos que no tenga estudios adicionales para poner en la lista.

and administrative tasks and resolve customer issues with expediency.

- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 Receptionist, Ozarks Community College

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

EDUCATION

2001 Bachelor of Arts, Missouri State University

1998 Associate of Arts, Columbia College

CERTIFICATIONS

2013 Microsoft Office Specialist

Incluya en la lista todas las escuelas a las que haya asistido después de la preparatoria, así como el grado que haya recibido.

and administrative tasks and resolve customer issues with expediency.

- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 Receptionist, Ozarks Community College

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

EDUCATION

"Actualmente inscrita"

"Graduación prevista en 2014"

CERTIFICATIONS

2013 Microsoft Office Specialist

Si está actualmente inscrito en una escuela, puede poner que está actualmente inscrito en vez de enumerar una fecha. También puede mencionar cuándo espera graduarse, poniendo por ejemplo, que planea graduarse en 2014.

and administrative tasks and resolve customer issues with expediency.

- Demonstrate proficiencies in telephone and front-desk reception within a high-volume environment.
- Led cleanup of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.

2001 – 2008 Receptionist, Ozarks Community College

- Served as first point of contact for students, faculty and staff calling or visiting the main administrative office.
- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

EDUCATION

2013	Microsoft Office Specialist
2011-2012	Earned 30 credits in general education, Ozarks Community College
2011	General Equivalency Degree, Springfield, MO

Si asistió a la escuela preparatoria o a la universidad, pero no se graduó, puede enumerar la fecha en que asistió o el número de créditos que recibió. También puede enumerar un GED o certificados y licencias que haya obtenido.

- Transformed previously manual processes relating to vendor/supplier records into an efficient, computerized system.

EDUCATION

2001	Bachelor of Arts, Missouri State University
1998	Associate of Arts, Columbia College

CERTIFICATIONS

2013	Microsoft Office Specialist
2011	Certified Administrative Professional
2008	Professional Administrative Certificate of Excellence

Si tiene muchas certificaciones especiales en su campo, puede crear una sección separada para ellas.