**Your Full Name**

**Address:**

**City, state**

**Contact Number:**

**Email:** **email@example.com**

**Receptionist**

*
*
*

**Key Skills**

**Office Skills:**

**Computer Skills:**

*
*
*

Picture

**Professional Experience**

**XYZ Corporation**

**Receptionist, 3/05 to 8/09**

* Add your text here
* Add your text here
* Add your text here

**Receptionist, 3/04 to 2/05**

* Add your text here
* Add your text here
* Add your text here

**Education**

* Add your text here
* Add your text here
* Add your text here