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|  | **[YOUR NAME]**  Typist  Address, City, ST ZIP Code | Telephone | Email  Website: wordexceltemplates.com | | | | | | | | |  | |
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|  | Fast and accurate typist with an experience of 5 years in various industries. Skilled in managing the workload using new typing techniques and improving the speed over time. Previous work experience helped to detect and reduce the chances of errors while typing.  Acquainted with the use of modern day typing software and techniques such as Microsoft Excel and power point. Ability to not only type and maintain accuracy but to bring the documents in a presentable condition which is easy to understand. Good in following instructions and meeting deadlines as set by the seniors. Use of different formats has helped to attain the interest of the users. | | | | | **Education**  DEGREE | DATE EARNED | SCHOOL   * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text | | | |  | |
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|  | **Work Experience:**  ABC Company  My roles in this job were:   * To type from rough drafts, notes and corrected papers into meaningful documents. * To adjust settings for format, page layout, line spacing and style requirements. * To store and keep safe the documents created and the sources provided. * To print and save a copy of the work for future reference. * To collate and compile the work into one document. * To use devices for accurate data entry and to ensure accuracy of data. * To revise, edit and proofread the documents created.   XYZ Company  My roles in this job were:   * To maintain records of documents prepared. * To filed and store completed documents. * To send the documents to the relevant parties and revise them if needed. * To type documents from recorded dictations. * To check for any grammatical errors.  Job Title | Company | Dates From - To This is the place for a summary of your key responsibilities and most stellar accomplishments. | | | | | |  | |  | |
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|  | **Objectives:** | |  | |
|  | My objectives in this job were:   * To type documents using copies, audios and even live notes. * To maintain data bases and spreadsheets. * To maintain records of the documents and the sources. * To maintain accuracy and avoid any errors.   **Technical Skills:**   * Active listening skills * Typing speed * Grammatical accuracy. * Computer and IT skills. | |  | |
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|  | **Communication:**  You delivered that big presentation to rave reviews. Don’t be shy about it now! This is the place to show how well you work and play with others.  **Management:**  Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a click, on the Home tab of the ribbon, check out Styles. | | | | | | | | |  | |

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