**PLEASE NOTE: All candidates MUST complete this template in full to demonstrate they meet the minimum qualifications. Candidates will be selected for interview based SOLELY on the contents provide by them on this template.**

**IMPORTANT: It is imperative that you provide specific examples to verify your experience for each of the required qualifications listed below. Please ensure that you have fully described how you meet the qualifications by providing a FULLY DETAILED description of your experience. Any ambiguity, vagueness, or omissions will not be decided in the candidate’s favor.**

**Minimum Qualifications must be met to be considered for an interview.**

| **Minimum Qualification: Fully describe (include specific examples where applicable):**High school diploma or high school equivalency diploma; and three years of experience in administrative support\*\*, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and management of an office. |
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| **Firm / Agency** | **Title****(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
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| **EDUCATION:**\*\* Certification (e.g., IAAP Certified Administrative Professional), diploma, or associate’s degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience. |
| **College** | **Degree/Major** |