



RILEY MASON

SECRETARY

10/10/1993

Selçuklu/Konya

05123456789

example@gmail.com

Letter to Employer

I'm Riley Mason. In the Selçuklu district of Konya on 10 October 1993 I was born. I studied primary and secondary education here. High School Konya Anatolia I studied in his high school. Work for family reasons after finishing high school I started looking. Later, secretary in many private companies I started doing it. My computer use is good. Office Programs I have a lot of information about. I was trained in diction. I know about office machines.

Education

2008-2011

Konya Anatolian High School

Skills

Microsoft excel



Computer Programming



Microsoft office



Microsoft word



Work experiences

2013-2015

Secretary

Altundal Company

2016-2018

Secretary

Karabuk Company

2018-2020

Secretary

Fazilet Shoes

References

Altundal Company

05123456789
KAHRAMAN BALHÖYÜK

Karabuk Company

05123456789
CAN YAMANCI

Fazilet Shoes

05123456789
HAYATI KOCA

Certificates and Courses

2015-2016

Diction Training

Languages

English



Italian

Russian



 Hobbies

- Horseback Riding
- Driving a Race Car
- Using an engine
- Camping