



## 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**

## Work experiences

**2013-2015** **Altundal Company**  
Secretary

**2016-2018** **Karabuk Company**  
Secretary

**2018-2020** **Fazilet Shoes**  
Secretary

## References

**Altundal Company** **05123456789**  
KAHRAMAN BALHÖYÜK

**Karabuk Company** **05123456789**  
CAN YAMANCI

**Fazilet Shoes** **05123456789**  
HAYATİ KOCA

## Certificates and Courses

**2015-2016** **Diction Training**

## Hobbies

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

## RILEY MASON SECRETARY

### Contact

☎ 05123456789

📍 Selçuklu/Konya

✉ example@gmail.com

🌐 example.com

in @example

### PERSONAL INFORMATION

📅 10/10/1993

♂ Single

🛡 Not completed

### Skills

Microsoft excel

Computer Programming

Microsoft office

Microsoft word

### Languages

English

Italian

Russian