



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**
HAYATI 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