



PERSONAL INFORMATION

-  **Name Surname**
Riley Mason
-  **Address**
Selçuklu/Konya
-  **Telephone**
05123456789
-  **Date of birth**
10/10/1993
-  **Gender**
Male
-  **Marital status**
Single
-  **Military status**
Not completed

Riley Mason

SECRETARY

-  example@gmail.com
-  @example
-  example.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

Altundal Company
Secretary

2016 - 2018

Karabuk Company
Secretary

2018 - 2020

Fazilet Shoes
Secretary

References



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Altundal Company 05123456789

KAHRAMAN BALHÖYÜK

Karabuk Company 05123456789

CAN YAMANCI

Fazilet Shoes 05123456789

HAYATİ KOCA

Certificates and Courses

2015 - 2016

Diction Training

Languages

English



Italian



Russian



Hobbies

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