



Riley Mason

SECRETARY

in @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.

Personal

Name Surname

Riley Mason

Address

Selçuklu/Konya

Telephone

05123456789

E-mail

example@gmail.com

Date of birth

10/10/1993

Gender

Male

Marital status

Single

Military status

Not completed



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



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References

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