

JOB APPLICATION

Résumé

Marge supérieure 1", police Times New Roman, grosseur 12

Your name

Address

Telephone

E-mail

(3 retours)

Career Objective

To work in office management. I want to apply my organizational and computer skills to make your business run more smoothly.

Personality Profile

- (TAB) • Enthusiastic, reliable and honest
- Communicate with ease
 - Work effectively independently and with others

Abilities and Skills

- Quick Learner: Ontario Scholar
- Fluent in both French and English
- At ease with popular computer programs: word processing, research and data processing
- People person: member of several high school clubs and president of the graduation committee
- Responsible: held several part-time jobs including...
- Reliable: in charge of budget for the student council

Education

2003-2004 Certificate in management, accounting and business software applications
Amherst Business College, Ottawa, Ontario

Work Experience

- 2002 Sales Associate, Cotton Top, Ottawa, Ontario
- Was rated “Most Friendly” salesperson by management
 - Provided reliable and knowledgeable service to customers
- 2001 Cashier, Richmond Plants, Richmond, Ontario
- Handled accurately financial transactions
 - Submitted suggestions to improve procedures that increased productivity

Other Experience

- 2000 Volunteer, Sara`s Child-care Centre, Richmond, Ontario
- Re-organized and maintained financial records

References available upon request