

John Doe

Cell phone: 555-5555

E-mail jdoe@algonquincollege.com

1234 Street Ave. Ottawa, ON

⇒ **Career objective :**

A position or designation which utilizes my educational background skill, communication skill and capabilities regarding my particular field.

⇒ **Educational background:**

- High school (Alberta)
- First year computer program (Ontario)

⇒ **Experience:**

- Have worked part time at McDonald's

⇒ **Skills:**

- **Working Skills**

- ➔ Helping customers to satisfy their needs.
- ➔ Operating electronic cash register and debit machine.
- ➔ Balancing cash

- **Computer Skills**

- ➔ Familiar with MS Office (Word, PowerPoint, Excel and Access)
- ➔ Able to use the internet
- ➔ Have good communication skills
- ➔ Fluent in three languages