

Activity 3:

Fill in the blanks with the correct headings and information given below each blank line.

| | | |
|------------|----------------------|-------------------|
| References | Personal Information | Summary of Skills |
| Experience | Activities | Objective |
| | | Education |

John Doe
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To seek a job as a customer service agent to use my experience and expertise in customer service.

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- Good at taking directions and following instructions.
 - Able to work in a busy environment.
 - Works well under pressure.
 - Capable of working in a loud environment.

Salesclerk
Valuemart, Calgary, AB
2015 - 2016

- Stocked shelves.
- Mopped floors.

Customer Service Clerk
Greatstore, Surrey BC
2000 - 2015

- Handled returns and exchanges.
- Answered customer queries.

Secondary School
Almadina School, Syria
1995- 1998

Available upon request.