

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

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

- 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.