

A.B.C.Perera – Receptionist

101 Main St. Colombo 06
011 555-1234
071 555-2345
perera@example.com



▶ Personal Information

Citizenship:

▶ Objective

Interested in obtaining a challenging position as a receptionist at an accredited organization.

▶ Employment and Professional Experience

- Job Title, Organization/Office/Person Name, main duties and responsibilities
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▶ Education

- Diploma School Name City, State Date
- Diploma School Name City, State Date
- Certification title, date conferred
- Certification title, date conferred

▶ Skills

- **Languages** English, French
- **Computer Skills** Microsoft Office XP, Vista, and Windows 7; Microsoft Office, C, C++, Visual Basic, Visual C++, PL/SQL, Java, JavaScript

▶ References

- Write your references here

