

NAME

Contact : Address, Phone number, E-mail

PERSONAL DATA

Date of birth, Place of birth, Nationality

WORK HISTORY/EXPERIENCE *(in reverse chronological order)*

2010-present

Position (- job title), Company - (Name, address)

- Short description of job responsibilities (*Prepared daily outgoing mail to customers, printed response letters handled incoming mail*)

2008-2010

Position, Company

- Short description of job responsibilities

2006-2008

Position, Company

- Short description of job responsibilities

EDUCATION

Institution, Date

- Degree

Language School, Praha 1, 2011-present

- English conversion and grammar

Secondary business school OA Hovorčovická, Praha 8, 2006-2011

- Maturita: English, Czech, Economics, Accounting (2011)
- Certificate in Wordprocessing

QUALIFICATION AND SKILLS *(Certificates, accreditations, IT skills)*

- Certificates (*First Certificate in English*)
- Driving licence
- IT skills (*Knowledge of - Power Point, Adobe*)

INTERESTS/ACTIVITIES *(Show that you are sociable or able to get along in a team)*

- Yoga classes
- Travelling to European countries
- Understand and speak some Spanish

REFERENCES

Name, Position, Company/Institution, Phone number