

## FUNCTIONAL RESUME

Dexter Smith  
2709 Wood Road  
Toronto ON M4C 1L1  
(416) 555-0123 RECEPTIONIST

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### RECEPTION SKILLS

- Well-groomed, stylish dresser
- Cheerful, friendly greeter
- Pleasant telephone voice
- Punctual

### EQUIPMENT SKILLS

- Efficient on 30 line telephone system
- WordPerfect 6.2 (using IBM Personal Computer)
- Accurately keyboard 70 words per minute
- Skilled with transcription equipment
- Operate fax

### GOOD WORKER SKILLS

- Learn quickly
- Self-motivated
- Honest, dependable, reliable
- Pride in doing a good job
- Follow instructions well
- Get along with supervisors and co-workers
- Meet deadlines
- Well organized

### RECEPTION EXPERIENCE

- Large payroll firm (3 years - summer)  
My supervisor had many compliments from both clients and employees on my job performance
- Small family owned accounting firm (1 year)

### EDUCATION

- Studying nights towards 2 year receptionist certificate
- WordPerfect 6.2 training

References available upon request.

Z: <http://www.mazemaster.on.ca>

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