

Michael Murray Michaelmurray@gmail.com
#60 Cherry Farm Road, St Joseph, Trinidad and Tobago
Phone: (1-868-287-5652)

20th February 2017

Human Resource Manager
Trinidad and Tobago

Dear Sir/Madam,

Please find attached my resume in application for a suitable position within your organisation.

I recently completed secondary school and currently pursuing additional studies to develop myself. My work experiences were at summer jobs where I worked mainly servicing customers

My experiences have helped me to develop communication and customers services skills. I have been able to take on responsibilities and have the enthusiasm and determination to ensure that I am successful in carrying out my job functions.

My background and experience has contributed in me being a positive individual, I consider myself to be hardworking and can adapt quickly to any work environment.

I will be very grateful for the opportunity to make a contribution towards the improvement of your organization.

Thank you for taking the time to consider my application and I look forward to hearing from you in the near future.

Sincerely,

Michael Murray.

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OBJECTIVE

To work hard and develop myself to contribute to society and organization development

SCHOOL ATTENDED

- Curepe Vedic Primary School
- St Augustine Secondary

QUALIFICATIONS

CXC passes 2015

- Food and Nutrition
- Principle of Business
- English A
- Social Studies

EMPLOYMENT HISTORY

Summer Jobs at:

- Little Store, Curepe.
- Cost Cutters, Eldorado.
- Asha's Landscaping & Gardening Services.

HOBBIES

- Cooking
- Arts and Drawing
- Football
- Track and Field

REFERENCES

