

FAITHE DAVIS

LP# 56 Fort Palmiste Drive, Diego Martin

Email- mahalia78@yahoo.com

Telephone (868-342-6030)

June 1 2016

TO WHOM IT MAY CONCERN

Dear Sir / Madam

Re: APPLICATION for EMPLOYMENT

I am pleased to submit my resume for the position of Customer Service Representative or Line Cook, at your Company. I am familiar with the responsibilities and demands needed to complete tasks in a fast-paced restaurant environment setting under the remit of your Company. Based on my experience and strong commitment to do more than is required, I know I can deliver great results for your Company.

I am a practicing Seventh Day Adventist and as such I am unable to work on any Friday from 6pm (sunset) to Saturday 6pm (sunset). I will make myself available to work all other shifts as assigned. As evidenced in the enclosed resume, I have trained and worked in the customer service field and I know that my proven leadership skills, strong commitment to high ethical and professional standards, would allow me to make a significant contribution to your Company. I would welcome the chance to discuss my qualifications with you in greater detail and I can be contacted at the above-mentioned telephone number and email address should the opportunity for an interview arise.

Thank you for your kind consideration.

Yours respectfully,

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OBJECTIVE: *To obtain a position in the discipline of Customer Service making the most of communication skills to benefit the organization.*

EXPERIENCE:

July 2015-August 2015

Wendy's Restaurant

Customer Service Representative / Cashier

- Greeted customers and processed payment purchases;
- Interacted with customers and assisted with the menu on offer;
- Assisted with the cleaning of the store;
- All other duties as assigned.

June 2014 –August 2014

S. Chang Variety Store

Customer Service Representative

- Greeted and assisted all customers entering the store.
- Assisted with inventory taking.
- All other duties as assigned

REFERENCES:

Isis Benn

Executive Project Assistant

Ministry of Finance and the Economy

868-752-3304

Avion Waldron

Laboratory Assistant

Ministry of Education

868-397-6256.