

Sherene Phillip  
[sherenephillip@hotmail.com](mailto:sherenephillip@hotmail.com)  
868-371-2139 & 868-624-7695  
31<sup>st</sup> January, 2018

Dear Recruitment Manager,

**Re: Application for Employment**

As a young, energetic person, it brings me great pleasure to apply for a position at this organization. I am of a firm belief that I possess the capability to become an asset with my academic qualifications, work experience and extra-curricular activities.

I have attained qualifications with nine (9) passes at the Caribbean Secondary examinations Certificate (CSEC) and eight (8) passes at the Caribbean Advanced Proficiency Examination (CAPE). Currently, I am a student of the University of the West Indies (UWI) pursuing a Bsc Accounting.

I have experience working within the insurance industry at R. A. TimKee Investments and Insurances Services Limited where I held the position of 'Sales Support.' During my tenure at that firm I have been described by my manager and Senior Sales Consultants as one who learns quickly, is cooperative, and an enthusiastic person with a passion for learning and assisting others. Prior to the position at that firm, I was camp coordinator at Furniture House Limited where I was tasked with the responsibilities to brainstorm, plan and execute a vacation camp for children between the ages of 3 and 12 years for the duration of the July/August vacation periods in 2015 and 2016.

Besides my academic qualifications and work experience, my versatility is evident in my involvement in co-curricular and extra-curricular activities. Firstly, I have been an active member of the Intervarsity Christian Fellowship (IVCF) group both at the Bishop Anstey High School (BAHS) and UWI. At the BAHS I served as president of the group, where my key responsibility was to plan meetings and mobilize students of the wider school population to attend. At UWI, I was part of their annual theatrical production entitled "Stay Woke" in 2017.

Apart from IVCF, I am also an instrumental member at Christian Union Church of the West Indies. Currently, I serve in various offices, inclusive of; treasurer for the youth group, Sunday School assistant teacher, Multimedia Operator I and dancer in the group "Purpose."

I have served as a cadet of the Trinidad and Tobago Red Cross Society where I have participated in several military parades and learned basic First Aid. In October 2017, I received my certification in First Aid and CPR from the National Safety Council.

In addition, I have been involved in numerous competitions. For instance, I've participated in debate, visual arts, and inter-school scrabble competitions. Notably, I took part in the Junior

Achievement (JA) program where I was appointed the Vice President of a miniature company where I worked alongside the president in order to make managerial and financial decisions.

It is obvious that in all spares of my life, I have experience in leadership positions, and possess interpersonal skills which will inevitably add to the value of this organization. My aim is to be an all rounded employee who is efficient, professional and punctual at every area of my work.

Please accept the attached resume for my contact information and details on my academic qualifications for your consideration. I would appreciate the opportunity to meet with you to discuss this job application in greater detail. I am available at your convenience for a phone calls or an interview.

Best Regards,

Sherene Phillip

## Sherene Phillip's Resume

Phone Number: (868) 371 2139, (868) 624 7695

Email: [sherenePhillip@hotmail.com](mailto:sherenePhillip@hotmail.com)

Young and Energetic individual with experience working in a fast-paced office environment and a discipline in business Studies seeking full time employment in an office environment.

### Key Skills

- ✓ Multitasking
- ✓ Organizing
- ✓ Problem Solving
- ✓ Customer Service and Hospitality
- ✓ Confidence
- ✓ Data processing
- ✓ Record keeping
- ✓ Communication
- ✓ Administration
- ✓ Leadership

### Education & Qualifications

University of the West Indies, St. Augustine (2016 -Present)

Bishop Anstey High School, Port of Spain (2009- 2016)

Eastern Girls' Government Primary School (2002-2009)

Achieved passes in the following areas of study in the 2016 CAPE examinations:

Accounting Unit 1 (Grade III)

Accounting Unit 2 (Grade I)

Caribbean Studies (Grade II)

Communication Studies (Grade II)

Economics Unit 1 (Grade III)

Economics Unit 2 (Grade II)

Management of Business Unit 1 (Grade II)

Management of Business Unit 2 (Grade I)

Achieved passes in the following areas of study in the 2014 CSEC examinations:

English A (Grade I)  
English B (Grade II)  
Economics (Grade II)  
Mathematics (Grade I)  
Physics (Grade II)  
Principles of Accounts (Grade I)  
Principles of Business (Grade I)  
Spanish (Grade II)  
Visual Arts (Grade I)

### **Previous Work Experience**

- Position – Sales Support ( Office Clerk )  
Firm R. A Tim Kee Investments and Insurance Services Ltd.  
Length of Tenure : May 2017 – January 2018  
Main Tasks included scanning, processing and filing documents for new applications and assisting clients and insurance agents with their requests and concerns.
- Position – Camp Coordinator  
Furniture House Limited  
Length of Tenure – 2015 & 2016 July/August Vacation Period  
Main Tasks included brainstorming, planning and executing a vacation camp for children between the ages of 3 and 12 years.

### **Personal Attributes**

- ✓ Enthusiastic
- ✓ Trustworthy
- ✓ Serving People
- ✓ Resilient
- ✓ Integrity

### **Interests and Hobbies**

- ✓ Entrepreneurship
- ✓ Debate
- ✓ Marketing
- ✓ Visual Arts
- ✓ Scrabble
- ✓ Dance
- ✓ First Aid

## **Professional References**

Mr. Raymond Tim Kee  
Managing Director of R. A Tim Kee and Investments Services Ltd. &  
Former Mayor of the City of Port of Spain  
Contact Number 868-482-7266

Mrs. Lindianne Marshall  
Attorney at Law at L. Marshall & Associates Ltd.  
Contact Number 868-733-1330