

Danella Hope Williams
14 Calcutta #2, Freeport

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14 Calcutta Road
Number two
Freeport

3rd January, 2015

The Human Resource Manager

Dear Sir,

I am pleased to forward my resume in application for a suitable entry level or applicable position at your company.

Presently, I am willing to commence a solid work experience foundation. Therefore, I would like to offer my expertise and skills for the betterment and success of your company.

Essentially, I have recently completed my undergraduate degree in which I am seeking full time or contract employment. I also believe that I would contribute to the effective operations of your firm; Moreover, my key commitments are to be resourceful, competent and be open to knowledge and learning. I am open to working flexible or compensatory hours, when necessary.

Please see my Curriculum Vitae attached.

Thank you for your consideration. I hope to discuss more with you during an interview at a later date.

Yours faithfully,

Danella Williams

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Education

- **Bachelor of Arts Business Administration, University of New Brunswick, CA**

UWI ROYTEC

- **Associate of Science Degree Management (Honours), UWI**

UWI ROYTEC

- **CAPE A level Passes Unit 1 and 2 (Distinctions)-** Accounting, Economics, Management, Communication Studies, Caribbean Studies(7 ones, 1 two)

Upper level Educational Institute

- **CSEC O level Passes (Distinctions)-** POA,POB, Spanish, Information Technology, Human Biology, Mathematics, English, Social Studies (7 ones, 1 two)

Couva Government Secondary School

Current Experience- September 2014- Present

- Scholars Educational Academy Secondary School
 - Part-time Teacher for A Levels CAPE Accounting unit 1 and 2

Skills

- Microsoft, Peachtree, team working

Volunteer Experience

- Contract Work- Glaxo Smith Kline Limited
 - Promotional Event Representative February 2012
 - Packaging/General Assistant Casual occasions

References

- Narace Ramdass (Principal)
- Kurtis Rudd (Lecturer, Chief Executive Officer) Contacts upon request