

To Whom It May Concern

My name is Lauren Richards and I am an industrious twenty-five (25) year old seeking employment at your establishment.

Having amassed value training as a graduate with the Civil Conservation Corps (CCC) which led to a certificate in childcare was a great achievement. However, my drive for meaningful pursuit was further realized as an On-The-Job trainee with the Ministry of Science Technology and Tertiary Education, having worked at Eastern Boys Government Primary school for three (3) years as an office assistant. I also worked at KFC ,New Street Port-of-Spain for four (4) months and my most recent place of employment was at Lumiere Beauty Ltd.

My training and work experiences has taught me effective communication, time management, patience and overall discipline in the work place. I am enthusiastic about this new found work ethic and am willing to prove an asset to your business if given the opportunity.

Listed below are relevant information:

Last school attended: San Juan Senior Secondary School- completed (2009)

Last place of employment: Lumiere Hair

Address: #17,17 D Street Beetham Gardens

References: Ian Smith- #206 Eastern main Rd. Barataria

Phone number :1868753-8120

Jennifer Biddy- #13,17 D Street Beetham Gardens

Phone number: 18684911858

My contact no : (1868) 771-4763 or 312-9637

I kindly await a positive response.

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Lauren Richards