

Rachel Genelle Richardson

Caanan Drive, Chase Village.

Apartment #3

(868) 386-7858

rachelgc16@yahoo.com

Wednesday 4th May 2016

Dear Sir/Madam,

I would like to take this opportunity to introduce myself. My name is Rachel Genelle Richardson and I consider myself to be professional, dependable, honest and hard-working. I am also self-motivated, possess effective interpersonal communications skills and I am capable of adjusting quickly to new working environments. I am both competent as an individual and as part of a team where I am willing to learn and train.

My resume, which I have enclosed for your review, contains additional details. I would enjoy being a part of your company and am available for an interview at your convenience. You can contact me at (868) 386-7858. I look forward to hearing from you.

Sincerely,

Mrs. Rachel Genelle Richardson

Enclosed: Resume

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MRS. RACHEL GENELLE RICHARDSON

OBJECTIVE: To obtain employment with a company in which I would be afforded the opportunity to optimize my skills, training experience and potential.

DATE OF BIRTH: 27th September, 1988

GENDER: Female

MARITAL STATUS: Married

HOBBIES: Cooking, Arts & Craft, Reading, Listening to Music and Outdoor Activities

SKILLS & ABILITIES: Computer-literate performer with extensive software proficiency covering wide variety of applications.

EDUCATION: Excel Educational College (2000-2005) O'levels

English A	2
Mathematics	2
Principles of Accounting	3
Social Studies	3
Human and Social Biology	3

Chaguanas Senior Comprehensive (2006-2008) A' Levels

Communication Studies	2
Caribbean Studies	3
Accounting	5
Economics	5

College of Science, Technology and Applied Arts of Trinidad and Tobago (2010-2016)

BSc. Psychiatric Nursing

REFERENCES:

Carlton Frank

T&TEC Electrician B
868-350-8821

Renee Rampersad

Special Reserved Police Officer
868-294-0075

Kevin Gunness

Registered Psychiatric Nurse
868-374-3705