

LEXI S. DUNCAN

Noel Trace, St. Augustine, Trinidad, W.I

Telephone Contact: (868)-780-9292 / (868)-377-8070

Email: lilly.bear2405@gmail.com

LP#6 Noel Trace,
St. Augustine,
Trinidad.

Dear Sir/Madam,

My name is Lexi Duncan, and I am currently seeking employment within your organization. I have always been a very productive, hardworking respectful and charismatic individual, with exemplary communicative skills. Thus, I can assure you that if employed, I will fulfil every responsibility to which I will be assigned, with great skill, accuracy and professionalism.

My objective, is to obtain a position and provide great services, while gaining knowledge from my work environment and contributing to the professional growth of this organization.

I believe in excellence, and have always dedicated myself, my talents and my creative abilities to ensure the successful accomplishment of my goals.

I also believe that my willingness and positive attitude, not to mention my people skills and my ability to listen, learn and function well where teamwork is needed, would make me a valuable asset to your organization.

With that said, I look forward to your response in the near future, and I hope to learn more about your company, its goals and plans, and how I may contribute to its continued success. Attached to cover letter is a copy of my resume.

Thank you for your time.

Yours sincerely,

Lexi Duncan

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Email: lilly.bear2405@gmail.com

DATE OF BIRTH: 24th May, 1999.

ADDRESS: #6 Noel Trace, St. Augustine.

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OBJECTIVE: To enhance my knowlegde of and gain experience in the world of work so that I may apply these skills meaningfully, contibuting not only to my progress in life, but also to the continued success of the organization which I may be employed in, and my country.

EDUCATION: *Cumana Anglican Primary School (2004-2007)*

Claxton Bay Senior Anglican Primary School (2007-2011)

Miracle Ministries Pentecostal High School (2011-2014)

Toco Secondary School (2014-2016)

MATHEMATICS GENERAL II

ENGLISH GENERAL I

PRINCIPLES OF ACCOUNTS I

PRINCIPLES OF BUSINESS I

PHYSICAL EDUCATION I

HUMAN AND SOCIAL BIOLOGY II

CLOTHING AND TEXTILE II

Toco Secondary School (2016-2018)

ACCOUNTING UNIT 1	III
COMMUNICATION STUDIES	I
PHYSICAL EDUCATION UNIT 2	I
SOCIOLOGY UNIT 2	IV

ACCOUNTING UNIT 2	Pending
CARIBBEAN STUDIES	Pending
PHYSICAL EDUCATION UNIT 1	Pending
SOCIOLOGY UNIT 1	Pending

ACHIEVEMENTS:

Class Prefect 2014-2016
Certificate of Achievement (RBC Young Leaders) 2015
Certificate In Peer Mediation Training 2016
Certificates of Merit, Excellence, Distinction and Achievement
2014-2018
School Prefect 2016-2018
Head Peer Mediator 2016-2018

SKILLS:

Fast Learner
Great Cooperative Skills
Great Communicative Skills
Creative Abilities- Drawing
Footballer

REFERENCES:

Miss Jacquith Bacchus

Teacher,
Toco Secondary School
(868) 777-

Miss Savitri Singh

Teacher,
Toco Secondary School
(868)