

Antonia Williams
#595 Mayo Bonne Aventure Road, Williamsville P.O
whitneyisback12@gmail.com or antoniawilliams05@gmail.com
Phone Number :- +1 (868) 309 – 9333

29th, April, 2018

Dear Recruiting Manager,

Re: Team Member

I hereby apply to fill the position of a team member.

I recently was browsing the internet and came across some of your company vacancies. I would like to introduce myself to you as I believe I have the skills and qualifications necessary to make a significant contribution to your organisation.

I am a graduate of the Open Bible High School, with full passes, and I'm currently pursuing my Bachelors of Education in order to become a prospective teacher and a contributing member of the society.

I am an honest and hardworking individual who always desires to acquire knowledge about the profession that I may be involved in. I'm positive in following orders and taking my job seriously. I am persistent and try my best at solving any problem that I may have to deal with.

I believe that my academic qualifications, along with my previous employment, and ability to work well as part of a large team have provided me with the skills and experience required to succeed in your organisation. To seek employment, my goal is to be loyal and dedicated to your organisation, to contribute to the growth and development.

I thank you for consideration of my application.

Yours respectively,

Antonia Williams.

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Education

BA in Education

University of Trinidad and Tobago,

Corinth Campus.

Expected Graduation in 2020

Open Bible High School, San Fernando

Graduated in 2016

CXC/CSEC PASSES

English A I

Mathematics II

English B III

Principles of Business II

History III

Social Studies III

Spanish III

Science III

Skills and Qualifications

- 1) Excellent written and verbal communication skills.
- 2) Ability to concentrate for long periods of time.
- 3) Strong grammar and spelling.
- 4) Competent keyboard skills.
- 5) Attention to detail.
- 6) Ability to plan and organize work in order to meet deadlines.
- 7) Work well with a large number of people.
- 8) Helpful and courteous

Previous Employment

1) Election and Boundaries Commission (Gasparillo)

Local Election

Red Line Poll Clerk (2016)

Key Responsibilities

- ◆ interview electors when they approach the desk.
- ◆ refer ordinary electors to the assistant Presiding Officer
- ◆ check all documents to ensure that the elector is entitled to vote
- ◆ refer special electors (the differently-abled) to the Presiding Officer

2) JTA Supermarket - C3 Centre

Courtesy Clerk (2017)

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Key Responsibilities

- ◆ know merchandise locations throughout the store
- ◆ conduct price checks for the cashier
- ◆ greet customers and answer questions
- ◆ bag grocery items
- ◆ transport grocery items to customer vehicle

References

1) Stacia Andrews

+1 868 294 - 6764

Sales Clerk

2) Stacy Bruno

+1 868 749 - 2664

Accounting Assistant

3) Charmaine George – Nakhid

+1 868 465 – 9578

Account Executive

