

#28 Borde Narve Village,

Hamilton Drive,

Princes Town

390-6696/ 358-4994

Human Resource Manager

Dear Sir / Madam,

I would like to take this opportunity to apply for any position within your organization that is applicable to my skills and qualification as I intend to utilize my abilities to contribute meaningfully to your organization whilst developing my skills in the process.

I have participated in the RBC Young Leaders Group, which enabled me to achieve, teamwork, leadership and community spirit. I have also participated in a mentorship program where I have volunteered my services as a tutor to students at Barrackpore West Secondary school. This however, enabled me to develop my interpersonal, leadership and communication skills.

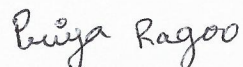
I am a self-motivated, determined individual and I look forward to the social and academic challenges of your organization.

I hope to have an opportunity to contribute to your organization. I guarantee you I will dedicate my energies, skills and talents for the mutual benefit of your company and myself.

Please find enclosed my curriculum vitae.

I thank you for your time and consideration and look forward to your response.

Sincerely,



PRIYA RAGOO

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28 Borde Narve Village, Princes Town.

CONTACT: 390-6696 or 289-8689

EMAIL: priyaragoo16@gmail.com

OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people, hence allowing me to achieve and develop a significant growth in my career.

EDUCATION

Barrackpore West Secondary

2015-2017

Subjects	Grade
Communication Studies	3
Chemistry	3
Pure Mathematics	3
Biology	4

ASJA Girls College Barrackpore

2015

Caribbean Examination Council (CXC)

7 O' Level Subjects

Subjects	Grade
Mathematics	1
English A	3
English B	3
Chemistry	3
Physics	3
Biology	3
Geography	3

Skills

- Expert in Oral and Written Communication Skills
- Excellent in Music (keyboard) and Art and Craft
- Proficient in Microsoft Word, Excel, Project and Power Point
- Fast rate learning and understanding ability.
- Open to change and new Knowledge

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PROJECTS

SIC-TEC CLUB

2016-2017

This club focuses on educating and bringing about awareness to the lower form students on Science and Technology, persuading them to choose science as their option at the end of form three (3) as they enter into form four (4).

Achievements:

- Carer Guidance Day
- Carried out fun and educational science experiments

ENVIRONMENTAL CLUB

2016-2017

This club focuses on educating the lower form students on how to protect and save the environment.

Achievements:

- Project this term (recycling)
- Stationed recycle bins in the schools café
- First place winners in the term 2 segment of the EMA's Green Leaf Award.

ACHIEVEMENTS AND CERTIFICATES

- | | |
|--|-----------|
| - Sixth Formers Association Services | 2016 |
| - RBC Young Leaders | 2014 |
| - Certificate in computer literacy | 2009 |
| - School prefect at previous school (ASJA Girls College Barrackpore and Barrackpore West Secondary) | 2015-2017 |

REFERENCES

Miss. Alia Singh, Mathematics teacher. Contact: 782-8984

Miss. Reisha Boodram, Biology teacher. Contact: 786-7855

Priya Ragoo

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