

The Human Resource Department

Dear Sir/madam,

My name is Colleen Charles. I am applying for the position within your organization. This job will take advantage of my qualifications and vast experience. I am self-motivated and conscientious individual that looks forward to work in an environment that challenges me constantly. I am excited about the prospect of working in your organization. I am willing to travel and work flexible hours whenever necessary. I also welcome any training that would be necessary that would assist me in obtaining your organizational goals.

For as long as I can remember I have had a burning passion for excellence and would take full advantage of an opportunity to work within this company amongst a hard working team that strives for excellence such as yours. As an employee I aim to be diligent and productive in my duties that allows for personal and professional growth. I have a firm grasp and an appreciation of the day to day operations of a number of critical skills and training will only make me a viable asset, hence my interest in working with this organization. I truly believe that I will be able to add extra value to this organization.

In anticipation of a reply, I take this opportunity to enclose a copy of my resume and thank you for your time and consideration. I look forward to meeting you and discussing a bright future.

Respectfully,

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Colleen Charles

# **Curriculum Vitae**

## **Colleen Charles**

**Sunset Drive Champ Fleur**

**Phone: 1 (868) 348-7062**

**Skype Colleen.Charles5**

**[Adenikacharles33@gmail.com](mailto:Adenikacharles33@gmail.com)**

### **Profile**

Appreciable practical experience across a diversity of industrial application with an ardent commitment to organizational team efficacy, customer satisfaction and on- going personal development.

Presently perusing a BSc Degree in Leadership and Management, Management Studies at the University of the West Indies, St Augustine.

# Education

Present: University of the West Indies

- Degree in Leadership and Management, Management Studies.

University of the West Indies Open campus

- Certificate in Business Management

Central Education Institute

- Merits awarded for Mathematics, Spanish and Principle of Accounting

Ashby's Educational Institute

Cunupia Secondary School

- Certificate of Completion
- Certificate of Participation

## **Subjects taken: in Cunupia Secondary School**

English A- I

Mathematics –III

Principle of Business-II

Social Studies-III

Office Administration-III

## **Subject Obtained in Open Campus St. Augustine**

Marketing	B
Business and Commercial Law	A
English and Communication 1	A
English and Communication2	A-
Human Resource Management	A-
Mathematics	A+
Organizational Behavior	A+
Information Technology	C
Principle of Accounts	B-

## **Work Experience**

Ministry Of Community Development

- Clerical Assistant (OJT)

Us Contractors Ltd

- Secretary

Ashby's Educational Institute

- Teacher

Ghetto Vbyz Clothing store

- Manager

# **References**

Satya Rambarran

Main Road Sande Grande

University of West Indies (Senior Secretary of the Guild of Students)

473 5330

Ian Romain

La Horquetta

University of the West Indies (faculty Attendant)

744 8160