

27th,February, 2015

No.51 Victoria Street,

St.Joseph.

To whom it may concern,

Dear Sir/Madam,

I am hereby seeking for employment for any available position which suits my qualifications. I forward this application from the 2 and 1/2years experience as a Sales Clerk at Yvonne's Food Hot on Gordon St. Mt.Hope. I have completed two years of studies in Business Management at wthe University of the Southern Caribbean.

I learn quickly and I acquire the perfect qualities of adapting to different environments. Furthermore, I am a dedicated and hard worker and I am also particularly good to interacting with others. Given the opportunity to work at your organisation I am prepared to be a great asset and I known that I would be a considerably excellent addition to your present team.

I enclose a copy of my resume which will give you a detailed account of my background, education and work experience.

Thanking you in advance!

Yours Sincerely

Samantha Small.

"Samantha Small"

Address: No.51 Victoria Street,
St.Joseph.

Contact number: +18683616277

Age: 20 years of age

Email address: mantha.small0925@[gmail.com](mailto:mantha.small0925@gmail.com)

Or

mantha.small0925@outlook.com

OBJECTIVE:

To serve in any capacity where my communications skills,patience and ability to complete tasks can be utilized and maximized, thereby facilitating the realization of mutual personal goals and development.

EXPERIENCE:

2012-2015 Yvonne's Roti Shop (398-4429)
Sales Clerk

EDUCATION:

2008-2013 Principles of Accounts (General) – 1 o' level
Principles of Business (General) – 1 o' level
English A (General) – 1 o' level
Social Studies (General) – 2 o' levels
Office Administration (General) – 2 o' levels
Food and Nutrition (General)-2 o' levels

KNOWLEDGEABLE AND CERTIFICATION IN:

Knowledge in answering the telephone effective and efficiently.
Awarded the most outstanding student in Principles of Business for CXC.
Awarded 3 certificates for good citizenship in secondary school.
Awarded a certificate of recognition for consistent effort in English Language, Food and Nutrition, Office Administration and Principles of Business
Certified for attending a Total Image Programme In Basic Business Skills.

EXTRA CURRICULUM ACTIVITIES:

Taekwondo – Member for 6 years

Swimming-Member for 1 year

Parthfinder Club-3 years

Piano Classes-1year

Flute classes-1year

REFERNCES:

Chad Williams

Address: La Baya Road, Maracas St. Joseph

Contact No: 357-2867

Police Officer (St.Joseph branch)

Tigana Thomas

#11 Atherton Drive, Five Rivers Arouca

Contact No: 298-1118