

Building C, Tower 2  
Apartment 2-4  
East Grove  
Valsayn North  
1 868 267 7663

22<sup>nd</sup> June, 2017

Dear Sir/Madam,

I am interested in any position that you deem me qualified for in your organization. I am presently unemployed because I have just finished writing CXC examinations (May/June 2017) and I am currently awaiting results.

I have developed discipline in time management and team work while training as a member of the basketball team for South East Port of Spain Secondary School, where I learnt to manage my school work and training time. In addition, I held the position of Class Prefect in my form five year, which thought me to deal with different personalities developing my people skills and conflict resolution.

I am confident that I will add value to your organization because I take pride in everything I do, therefore I humbly request your consideration. I have enclosed my resume and I look forward to meeting with you for any further information.

Respectfully,

  
.....  
Samantha Semoy John

SAMANTHA SEMOY VICTORIA JOHN

Building C, Tower 2, APT 2-4 | East Grove, Valsayn North | 1 686 267 7663 | Email

OBJECTIVE

To gain experience in the world of work aiming for efficiency and effectiveness by offering excellent service and fostering customer satisfaction.

EDUCATION

CXC May/June 2017

South East POS Secondary School

Awaiting results

- Mathematics
- English A
- Biology
- Chemistry
- Physics
- Geography
- Industrial Technology: Electrical and Electronic

SKILLS & ABILITIES

- I am a great cook

INTEREST & ACTIVITIES

- Basketball
- Swimming
- Zip lining

FIELDS OF INTEREST

Aviation - Pilot

REFERENCES

- Eddlyn Johnson (Accountant)
- Alicia's Palace
- 1 3/4 Mile Post, Lady Chancellor Road, Queens Park Savannah
- 624 8553





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29<sup>th</sup> June, 2017

Dear Sir/Madam,

My name is Nicolette Simon, and I am the mother of Samantha John and I hereby give her permission to apply for a job in your organization. She is interesting in any suitable position available.

I can be contacted at my work place: Ministry of Education, Examinations Sections, Level 2, Education Towers, #5 St Vincent Street, Port of Spain, Tel:612-0239 ext. 1110 or at the above address telephone number 388-0523.

Thanking you in advance.

Sincerely,

.....

Ms. Nicolette Simon