

LP3 Franklyn Road,  
Four Roads,  
Diego Martin,

13th May, 2015.

Dear Sir/Madam,

I am a young, pleasant and self-motivated individual who is currently seeking employment in your establishment.

I have obtained eight CSEC examination passes, four grade ones, three grade twos and one grade three. I have a grade one in CAPE Communication Studies and I am currently pursuing CAPE Caribbean Studies and Units 1 and 2 in CAPE Sociology, Geography and Environmental Science. In addition, I have job experience in a number of agencies and have participated in a variety of extracurricular activities and volunteer work.

I am willing to learn new things, hardworking and a team player. I also believe my love for working with people and ability to adjust to change would make me a great asset to your establishment, since these are very important qualities needed when working in any institution.

I am committed to making a valuable contribution if given an opportunity. I look forward to your response.

Yours Respectfully,  
Tia Toby.

# Tia Toby

Address: LP3 Franklyn Road, Four Roads, Diego Martin.

Date of Birth: March 25th, 1996

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## Objectives

- To gain work experience and to further develop my teamwork skills.
- To extend my skills and abilities to help enhance and positively contribute to the business' productivity and overall effectiveness.

## Key Skills/Attributes

- Young, confident, articulate individual.
- Experience working in casual face-to-face customer service roles.
- Strong interpersonal skills which ensure the ability to work well with others.
- Leadership and communication skills developed and demonstrated through engagement in sports clubs and associations.
- Motivated individual.
- Willing to learn and develop professionally.

## Education

**Bishop Anstey High School**

**September 2013-May 2015**

A' Level Passes

Subject: Communication Studies- Grade **I**

**Bishop Anstey High School**

**September 2008- May 2013**

8 O' Level Passes

Subjects: Mathematics- Grade **I** (Distinction)

English- Grade **I**

English Literature- Grade **I** (Distinction)

Principles of Business- Grade **I**

Caribbean History- Grade **III**

Biology- Grade **II**

Geography- Grade **II**

French- Grade **II**