

KURTESHA FIGUERA

Mobile: (868) 390 - 8694

Upper Bushe Street
Maitagual LP# 31 D
Good Will Drive.

02nd June 2015.

To whom it may concern:

I am seeking a position that will grant me the opportunity to experience the work field. With this in mind, I would like to receive consideration for an Administrative Assistant position that may arise within your organization.

Given my past experience working in the Human Resource department at POWERGEN, I believe that I am equipped with the skills and qualities necessary to become a valuable employee.

Should you have an opening, I would welcome the chance to meet with you personally to explore the contributions I could make to your company.

Enclosed is a copy of my resume for your information. I look forward to hearing from you.

Respectfully,

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Kurtesha Figuera.

EDUCATION

St. Francois Girls' College. (Currently)

9 O' Levels (Awaiting Results)

Mathematics

Add Math

English A

English B

Chemistry

Physics

Biology

Spanish

Geography

EXPERIENCE

- Participated in a student volunteer programme where I worked at Chemistry Food and Drug Division (2013) for three weeks
- Participated in a World of Work programme where I worked at POWERGEN (2014) for one month in the HR department.
- I was a member of Hero's Foundation where we engaged in beach clean ups and visited homes to assist children with their homework.
- Young leaders, participated in debates, became the president of my group due to my great leadership skills.
- Participated in a programme called Uniquely Worthy with Don la Foucade where we focused on building one's character and self - esteem

HOBBIES:

- Football with St. Anns Rangers and St. Francois Girls' College.
- Pan with St. Francois Girls' College.
- Dance with Malick Folk Performing Academy.

REFERENCES:

Available upon request.