LP 2/1 Sparrow Dr. Simeon Rd

Petit Valley

Trinidad and Tobago

1(868)306-1733

[chrisjshepherd@yahoo.com](mailto:chrisjshepherd@yahoo.com)

May 20th, 2014

**To Whom It May Concern**

Dear Sir/Madam,

I am writing this letter to apply for any position within your organization for which I may be deemed suitable.

As outlined in my curriculum vitae I have more than two (2) years working experience which has given me extensive practice in relating to members of the public, handling documentation and relaying written and oral messages to the different arms of an organization.

I consider myself a team player who is willing to work with persons of various abilities and backgrounds in order to accomplish assigned tasks. I am also a fast learner and am usually commended by my employers for being vigilant and able to accomplish tasks within the stipulated timeframe.

Attention to detail is another attribute that I pride myself on in the way that I perform my duties and also in my personal deportment.

Therefore I submit this cover letter with my curriculum vitae for your perusal and eagerly await your response for an interview at a time convenient to you.

Respectfully,

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CHRISTINE SHEPHERD

Christine Shepherd

Address: LP 2/1 Sparrow Dr., Simeon Rd, Petit Valley. Phone: 306-1733 ⚫ [chrisjshepherd@yahoo.com](mailto:chrisjshepherd@yahoo.com)

Objective:

To gain employment within an organization that would provide me with opportunities to develop myself professionally and personally.

Education/ Training:

* Civilian Conservation Corps; Oct 2008 – March 2009

Diploma in Computer Literacy

* San Juan Comprehensive School June 2007 – June 2008
* Aranjuez Junior Secondary School May 2004 – June 2007

Experience:

**Complete Specialist Agency Ltd (May 2010 – February 2011)**

* Security Agent

Responsibilities - Ensuring a safe and secure environment on different premises.

Monitoring of surveillance cameras at locations and conducting regular patrols.

Occasional front desk duties; answering telephones and transferring of telephone calls, greeting visitors etc.

Josh’s Video Photo Entertainment (Jan 2009 – Sept 2009 Part Time)

* Manager

Responsibilities – Overseeing evening sales.

Securing of premises at closing time.

**Pizza Boys Group of Companies (Aug 2008 – Aug 2009)**

* Cashier (Church’s Chicken)

Responsibilities – Handling of customers’ purchases.

Accurate tallying of the day’s sales.

Occasionally functioned as a cook and as a freezer room attendant

Hobbies:

* Reading and using the internet.

**Skills:**

* Cooking ,baking, Proficient in the use of Microsoft Word, Excel and Power Point

**References:**

* Atiba Wiltshire
* Corporate Communications Officer

Office of the Parliament

Republic of Trinidad and Tobago

1(868)306-1521 (c) / 1(868)624-7275 ext 2520

* Anthony Estrada

Team Commander

Civilian Conservation Corps

Phone#: 1(868)731-0750

* Mahalia Hector

Receptionist

Power 102fm/Boom Champions 94.1fm

Phone#:1(868)381-9029 1(868)224-4102