377 Palm Circle,

Magil Palms, Sydenham

S. Catherine

May 21, 2014

The Human Resource Manager .

Hi-Lo Food Stores

13 Old Hope Road

Kingston 5

Dear Sirs:

I am applying for a job within your organization as a Cashier or any other position that fits my experience. I am new student at the Heart Training (VTC) pursuing Degree in Food service (chef- de Parte).

I feel this is an excellent opportunity for me to utilise my summer time to learn new skills and have some work experience in any area that will assist me professionally in the future.

I am a highly motivated individual and believe in teamwork. I am excellent in customer service, cashier service, bookkeeping and sales. I would be very grateful if you give me a chance to work in your organization .

I am looking forward to the opportunity to work in your organization .

In support of my application, I have attached a copy of my resume which details summary of education, subjects attained and modules now pursuing at Heart training (VTC)

I look forward to a favourable response.

Yours sincerely,

Shirley O. Haye (Mr).

**377 Palm Circle Phone:876-432-4068 (c)**

**Magil Palms, Sydenham Email: shaye23835@gmail.com**

**St. Catherine**

***Mr. Shirley Osbourne Haye Jr***

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| Achievement | Was awarded certificate of achievement for consistent performance for the academic year 1999 – 2003 at Wingate High School, Brooklyn, NY |
| Summary of Education  **Experience** | Heart NCTVET Present  FORDAM College Sep 2006 - June 2010  Wingate High School March1999 - June 2003  Black River High School Sep1995 - Feb 1999  Black River Primary school Sep 1989 - June 1995  Giant Food Supermarket (Woodbridge, VA) **-** Bookkeeper  (Dec 2007 - Feb 2014)  UPS (New York ,NY) Customer service (Jan 2005 - Aug 2007)  Key food Supermarket (Queen, NY) Book-keeper  (Mar 2003 - Sep2006)  Met food Supermarket (Brooklyn, NY) Cashier & Book-keeper  (Mar 1999 **-** Feb2003) |
| **Qualification** | Mathematics  English Language  Principles of Business  Principles of Accounts  Information Technology  Management of Business 1& 2  Chemistry of Technology 1,2,3  Modules currently pursuing at Culloden (VTC) Hospitality - **Commercial Food Preparation (Chef de Partie) Level 2** |
| Computer Skills  Interest | I have basic working knowledge of Microsoft excel, word and office  football, basketball, checkers, swimming ,Cricket and baseball |

References May be provided upon request