**Sapphire .R. Mendez**

Home🕾: 629-3248 - Cell✆: 366-8082

Email🖳: sapphiremendez@yahoo.com

Massy Stores

Manager

Human Resource Department

39A Wrightson Road,

Port of Spain,

Republic of Trinidad & Tobago.

#50 Unity Street,

Beau Pres Road,

Maraval.

30th May 14

Dear: Sir/Madam,

I am writing to express my interest as an employee at your firm. Am quite interested in cashing or store assistance. Presently I am awaiting my results from my A.B.E Level 4 Diploma in Business Management. I will really like the opportunity to become a member of your work team. This will be a great occasion for me to acquire work experience, utilize my skills and gain other skills, before advancing my educational level. Over the years I have become more familiarized with computers and have grown a strong passion for them. I am a successful team worker and can even do well by myself. I have learnt to adjust myself to most situations. I am also an ambitious, intelligent and a patient young individual that will be quite open to corrections to ensure that I become a great employee. I believe that my skills will be a great asset for your business.

My qualifications and other personal information are included in my resume attached to this document.

I will be very happy to provide greater details and to be informed about your needs during an interview. Please contact me via telephone or e-mail at your earliest convenience.

Yours Faithfully,

Sapphire .R. Mendez

**Sapphire .R. Mendez**

#50 Unity Street, Beau Pres Road, Maraval.

Home🕿:1(868)-629-3248 Cell✆:1(868)-366-8082

E-mail🖳:sapphiremendez@yahoo.com

***Objective***

My objective is to continue the business’ great work also to utilize and gain working skills.

***Education***

School of Business and Computer Science

South East Port of Spain Secondary School

***Qualifications***

**(May/June 2013 – CXC O’ LEVEL PASSES)**

**Subject Proficiency Grade**

* Mathematics General II
* English ‘A’ General II
* Principles of Business General II
* Principles of Accounts General I
* Information Technology General Distinction
* Spanish General III
* MusicGeneral III

***Social Activities***

BP Renegades Junior Stage Side

***Hobbies***

Steel Pan

***Other Achievements***

Get Work Ready Certificate

***References***

Odessa Vincent-Brown Teacher III 682-3329

Joann Burgess Tech Voc IV 797-2655