Jacob Coat Avenue

Ojoe Road

Sangre Grande

16th July 2014

Dear Sir/Madam

I hereby apply for the vacant position of Customer Service Representative. I would like to work in your company because it is a reputable organization where I believe that I can improve my knowledge and skills and at the same time better myself financially.

I possess the qualifications as outline in the enclosed resume. I am a very fast learner and I have basic knowledge of working with computers.

Should I be considered for the post, I promise to work in the interest of your firm. I am available for an interview at any time. Hoping for a favorable reply.

Resume

Name; Ebony Shanna Burke

Date of Birth; 27th September 1993

Address; Jacob Coat Avenue Ojoe Road Sangre Grande

Telephone; 1868-381-4756 or 706-2064

Marital status; Single

Nationality; Citizen of Trinidad

Education and training

Northeastern Collage 2008-2010

C.X.C Passes Grade

Agricultural Science 2

English language 3

Integrated Science 2

Principle of Business 3

Certificate; Child Care

Employment Record

Sales Clerk-

Francis Fashion Shoe Locker Sangre Grande 2mths

Cashier-

Hilo Broadway Arima 4mths

Merchandizer-

Xtra Foods Arima 4mths

Cashier/Customer Service Representative-

SkyWay Duty Free 5mths

Hobbies and Social Interest

Reading, meeting new people and looking at movies

Referees

Radica Coomansingh

Senior Teacher (Upper Cumuto Government Primary School)

1868-386-1200 or 1868-691-3131

Cindy Hinds

Business Owner (H.E.C Rentals)

1868-777-2059 or 1868691-3160