Chelsea Agard

#23 San Gregirio Road

Lluengo Village

Maracas

St. Joseph

August 5, 2014

The Recruitment Manager

Massy Stores Head Office

39A Wrightson Road

Port of Spain

Dear Sir/Madam,

I am submitting and application for the position of Pharmacy Assistant in your organization as advertised on your web page.

My resume, which is attached, contains additional information on my experience and skills.

I can be reached anytime via my cell phone no. 331-5708 or 681-9640 or via e-mail at [chelsea.fashionista21@yahoo.com](mailto:chelsea.fashionista21@yahoo.com).

Thank you for your time and consideration. I look forward to hearing from you.

Best Regards,

………………………………

Chelsea Agard

**CHELSEA AGARD**

#23 San Gregirio Road, Lluengo Village, Maracas, St. Joseph

\*C 331-5708 & 681-9640

[chelsea.fashionista21@yahoo.com](mailto:chelsea.fashionista21@yahoo.com)

PERSONAL DATA

Date of Birth – July 21, 1995

PROFESSIONAL SUMMARY

Quality focused Clerk committed to approaching administrative tasks with tenacity and attention to detail.

SKILLS

Fast Learner and Highly Dependable.

WORK HISTORY

Apprentices Customs Clerk - 07/2012 to 08/2013

Benson Douglas Customs Brokerage, #59 Eligon Avenue, Diego Martin

EDUCATION

High School - Graduated 2012

Providence Girls High School, #145 Belmont Circular Road, Belmont

CERTIFICATIONS

Mathematics CXC General II

English A CXC General III

English B CXC General III

Principles of Accounts CXC General II

Information Technology CXC General III

Geography CXC General III

Clothing and Textile CXC General I

WORKSHOP

Image Building 2011 – YWCA

RECOMMENATION

Ms. Miriam Ditzen

Human Resource Adviser III

Personnel Department

Office of the Chief Personnel Officer

Tel.: 731-9743