#178 First Street,

Battoo Avenue,

Marabella.

05-August- 2014

**To Whom It May Concern**

Dear Sir/ Madam,

I would like to express my interest and enthusiasm in acquiring a position as a cashier within your company. I see myself as a respectable member of society and one that has a positive impact on life and persons I interact with. I am willing to work to the best of my ability to not only better myself and build experience but to positively use my skills to aid in the current and future success and development of the company.

I am hard working, creative, ambitious, and self-motivated . I am determined and believe my enthusiasm for learning in a fast pace environment will be a great asset to your organization. With the experience I have developed so far in the work force as well as in a tertiary level institution, I have mastered certain skills like multi-tasking, working with speed, working under pressure, working in teams and dealing with different situations, people and behaviours.

Along with this cover letter I have attached my Curriculum Vitae. I greatly appreciate you taking your time to review these materials. I do hope I will be given this opportunity. I look forward to coming in for an interview at any time convenient to you.

Yours Respectfully,

Ms. Annisa Rosalle

**ANNISA ROSALLE**

***Personal Information:***

Date of Birth: 23RD May 1990

Contact: 1868-397-5917

Email Address: rosalleannisa@yahoo.com

Mailing address: #178 First Street Battoo Avenue Marabella.

Address : Same as Above

***Career Objectives:***

To be involved in an organization that promotes excellence and custom development of both the company and its employees, by encouraging teamwork, creativity and initiative, while promoting growth and fostering personal and professional development.

***Educational Background***

**University of the Southern Caribbean formerly Caribbean Union College**

**St Kevin’s College (June 2008)**

2 CXC passes obtained

Caribbean History - Grade 3

Mathematics - Grade 2

**San-Fernando Government Secondary School (2002-2007)**

3 CXC passes obtained

English - Grade 1

Principle of Business - Grade 3

Geography - Grade 3

**San-Fernando Girls Government Primary School (1997-2002)**

Essay - 100%

English - 73%

Mathematics - 95%

***Work Experience***

**Academics Plus –** Sales Clerk and Cashier via point of sale system (writing bills, pricing books and stationery, repacking, answering telephone, taking messages, calling customers, ordering textbooks)

**Campus Bookstore** – Sales clerk and Cashiervia cash register and point of sale system (writing bills, pricing books and stationery, repacking, answering telephone, taking messages, calling customers, ordering textbooks)

**University of the Southern Caribbean/Theology Department** – Student Assistant Administrative Clerk (entails assisting the Dean and Lecturers of the Theology Department, answering the telephone, typing, photocopying and printing in numerous amounts, scheduling and taking messages.)

**Lydand Distributors** – Sales Representative

**Avon**  – Sales Representative

**Micles Ltd**- Sales Representative

***Extra Activities &Skills***

Leadership Skills – President of a Junior Achievement Company (2006)

Computer knowledge – Basic Skills in Microsoft Office and Internet

***Hobbies***

Reading, Looking at Movies and Listening to music

Netball, Volleyball and Cricket

***References***

Dr. Chuma Moses

Contact: 722-8317

Lecturer at University of the Southern Caribbean

Ph.D., M.Phil., MA, BAA, LLb (candidate)

Fazadudin Hosein (Ph.D)

Contact: 1868-797-5383

Dean, School of Theology and Religion

Vice President, Spiritual Development  
  
  
**References available upon request**