29 Aquamarine Drive,

Diamond Vale

Diego Martin

Tuesday, August 12th , 2014

Dear Sir/Madam,

I am writing to express my interest in a position at your cooperation.

I was a student at Bishop Anstey High School located in Port-of Spain. I had the opportunity of doing Caribbean Secondary Examination Council’s examinations where I acquired six (6) passes including English and Mathematics. I, then, furthered my studies and completed one year of sixth form and acquired grades IV and III in Caribbean Studies and Literatures in English respectively.

Presently, I am awaiting the results of the SAT examination that will aid me in furthering my education. I was also an employee at DirecOne International Call Centre, which requires that I have enhanced communication skills, multitasking skills, computer literacy skills and organizational skills. I am seeking new employment as I wish to resume my education part-time at a tertiary level in September, and a schedule that would agree with my class times would be more convenient and beneficial to my learning process.

At school I was exposed to extracurricular activities such as choir and the photography club, which allows me to interact with people, work in teams and utilize discipline to come up with a finished product. This experience helps me to strengthen my interactive skills and, builds my ability to work with other people, which I can bring to your organization. I was especially gifted at Composition, so anything involving writing and/or comprehension skills would be an easy task to complete.

I am available for an interview at your convenience. You can contact me at gennydorsey88@yahoo.com or 7941176/6321882.

Yours respectfully,

GENEVA-ANN DORSEY

**GENEVA-ANN DORSEY**

29 Aquamarine Drive, Diamond Vale

Diego Martin

Contact: 794-1176

Email: [gennydorsey88@yahoo.com](mailto:ashley.ramnath@gmail.com)

**OBJECTIVE:**

 Seeking a full time administrative position in your organization which will allow me to build its reputation in efficiency, honesty and diligence as well as developing the skills necessary to become an integral asset.

**D.O.B.**

20-February-1994

**EDUCATION:**

  Bishop Anstey High School Port-of-Spain

     Grades acquired at both advanced and general proficiency

**Caribbean Advanced Proficiency Examination**                 (June 2012)

        Caribbean Studies                                                   IV

        Literatures in English                                               III

**Caribbean Education Secondary Certificate**                      (June 2011)

     Integrated Science                                                     III

        English A                                                                 I

        English B                                                                 I

     History                                                                    III

        Mathematics                                                            II

        Spanish                                                                   III

**PAST EMPLOYMENT**

Customer Service Representative

Wonderful World Ltd.

West Mall

Fixed Lines Sales and Services Agent

DirecOne International Call Centre

74 Independence Square

**REFERENCES:**

**Ms. Emmajean Hannaway**

Social Worker (St. Judes Home for Girls)

#28 Bittern Boulevard, Maloney Gardens

Maloney

Contact: 779-1965 / 783-6721

**Ms. Stacy Shamkarran**

Supervisor of Export (Piarco Airport)

Ince Drive

Jermingham Junction Road

Cunupia

Contact: 669-0007 (ext. 222) / 768-8184