Daniela Grant

BLD D APT. 202 Lady Young road,

Morvant.

August 29, 2014

**Dear: Sir/Madam**

**I am writing to introduce myself, with the hope of joining your organization. As such I have enclosed my Resume for your review.**

**I am a very willing and eager individual when it comes to the work environment. I was given the opportunity to enhance my office and customer service skills. I applied myself willingly and eagerly to all assigned tasked and thoroughly enjoyed my work experience.**

**I am prepared to develop myself holistically and as much. I am in pursuit of attaining a firmer educational foundation for myself.**

**If you should accept my application, I guarantee that combined with my honesty, accuracy and dependability, it would enable me to make a valuable contribution to your organization. I am a fast learner; therefore, a minimum time would be used in training.**

**I have attached my curriculum vitae for your review. If you should accept my application, I assure you that I will be a great asset to your company.**

**Thank you for your consideration of this application and should you accept this application, I am prepared to make myself available for an interview.**

**Awaiting a favorable response.**

**Yours respectfully,**

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**Daniela Grant**

**BLD D APT 202 LAS ALTURAS LADY YOUNG RD**

**MORVANT**

**1868305-2326**

**28th August 2014**

DANI.DARKIE@HOTMAIL.COM

daniela grant curriculum vitae

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| **Objective** |  | To obtain an employment opportunity which will enhance my capabilities while allowing me to utilize my knowledge, training and past experience to contribute towards the continuous growth and success of you organization. |
| **Skills & Abilities** |  | I am a young, optimistic individual with a wealth of knowledge and multi-tasking capabilities. I believe I possess the essential skills and aptitude, but even more so the right attitude to overcome the many challenges which may arise from my function at your firm. I have knowledge of Microsoft Word and also excel in which I was the president of the Student Council from 2009-2014 at South East Port of Spain. |
| **Experience** |  | human resources assistant, massy motors August 4th -29th  Working with this firm has made me become dedicated to professionalism, being able to work with deadlines and schedules in a team environment and being able to learn quickly. |
| **Education** |  | SOUTH EAST PORT OF SPAIN SECONDARY SCHOOL MATHS **( 3)**  ENGLISH LANGUAGE **( 3)**  ENGLISH LIERATURE **(2)**  PRINCIPLES OF ACCOUNTS **(2)**  PRINCIPLES OF BUSINESS **( 3)**  ECONOMICS **(3)**  SPAINSH  **(4)** |
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| **References** | **:** | MS PROSPER TEACHER, SOUTH EAST PORT OF SPAIN  1868 743-6418 |

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**MR. BARKARR**

TEACHER, SOUTH EAST PORT OF SPAIN

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