I am very interested in the position you offer and I know that I can do an excellent job.

I have superior communication skills and interpersonal skills that the position demands, and my resume shows that I have succeeded in positions of responsibility.

As my attached resume indicates, I have in the past worked as a sales clerk. I am currently a part time student at Upper Level Institution Limited. I have proven my ability to be a team player, yet one who also works very well on her own.

Please call me at 329-7522 to arrange an interview.

**Chelsea Superville**

**#18 Devenish Street,**

**Arima**

**329-7522**

[**chelseasuperville@yahoo.com**](mailto:chelseasuperville@yahoo.com)

**Experience**  Sales Clerk

2007- 2009(p/t) Ideal Supply Stores Ltd, 21 Broadway, Arima

* Assisting customers
* Packing goods
* Pricing goods

2010-2012(p/t) Sales Clerk

Bhagan's Drug Store, Ridgewood Plaza, Arima

* Assisting customers
* Recommending drugs and products
* Receiving goods
* Packaging goods
* Pricing goods

**Education**

2013-present College of Legal Studies

2012-2013 UWI Open Campus Sixth Form

* *Communication Studies Grade 3*
* *History Year 1 Grade5*
* *Literatures in English Year 1 and 2 Grade 5*]

2013 Necessary Arts School

2008-2011 Holy Name Convent Port-of-Spain

* [*English Grade 1*
* *Mathematics Grade 5(to be reset Jan 2015)*
* *Caribbean History Grade 2*
* *Economics Grade 2*
* *English B Grade 2*
* *Geography Grade 3*
* *Principles of Accounts Grade 3*
* *Principles of Business Grade 2*]

2006-2008 Bishops Anstey High School East

**Skills**  MS Office Word, MS Office Publisher, Email, Research

**References**

Mrs. Debra Ann Thompson

Supervisor/Dispensary Assistant Bhagans’s Drugstore (868) 667-1791

Ridgewood Plaza, Arima, Trinidad

Ms. Keisha Julien

Theatre Teacher

UWI Open Campus (868) 793-7594

Gordan Street, St. Augustine