Lot 192 Phase 7

Arnett Garden

Kingston 12

Jamaica W.I

October 8, 2014

The Human Resource Manager

Massy Stores

Dear Sir/Madam,

I hereby apply for the available position of a Customer Service Agent at your organization.

I am a hardworking, trustworthy and well-mannered individual. I will provide high quality work and demonstrate the necessary skills and competencies. I have enclosed a copy of my resume and my timetable to provide you with further details.

I hope that you will give me the opportunity to show my willingness to work, as I am ready to do my best at any task.

Thank you for consideration. I look forward to hearing from you.

Sincerely,

Paleisha Nugent

**Paleisha Nugent**

Lot 192 Phase 7

Arnett Gardens

Kingston 12

Tel: 887-0710

Email address: paleishanugent@yahoo.com

**Objective**: To work in an organization that will enable me to grow and gain valuable experiences.

**Nationality**: Jamaican

**Education**:

Pre-University School (Taylor Hall UWI) - September 2011 to June 2012 Operation Friendship (NCTVET Centre) - January 2010 to June 2010

St.Hugh's High School - September 2001 to June 2006

**Qualifications**:

Four CAPE Subjects Grades

History Unit 1 4

History Unit 2 3

Sociology Unit 1 3

Sociology Unit 2 3

6 CSEC Subject Grades

English Language 2

Mathematics 3

History 1

Integrated Science 2

Spanish 2

Geography 3

- NCTVET certificate (Data Operations level 1)

**Employment history:**

Amor Mio Fashions (Sales Representative) - March 2011 to September 2011

General Post Office (post clerk) - July 2010

B.M Coffee Processing Limited - January 2007 to August 2009

References: Available upon request