#154 Parforce Rd

Bonne-Adventure

Gasparillo.

Tel: 281-2479/650-5457

**Re: APPLICATION FOR AN AVAILABLE POSITION**

Dear Sir/Madam

My name is Chernese Vincent, and I would like the opportunity to be considered for any available position within your establishment, preferably within your administration department.I'm friendly and have a confident personality. I believe experience is of more value to me than salary. I believe that my knowledge and experience will compliment the day to day operations of your organization. Due to my previous job experiences I am very good at dealing with people. I am focused and goal oriented and quite capable of executing requirements and responsibilities effectively and efficiently.

I am resourceful and if given the opportunity, can be implemented into your company’s strategic team with minimum training, achieving immediate results. I strongly believe in team work and I am capable of working cohesively with others as well as working independently. I have excellent interpersonal skills and I have the ability to adapt to any given situation.

Attached is a detailed copy of my Curriculum Vitae which further lists my qualifications and experience. Also listed are names of suitable references that are willing to be contacted on my behalf. I am available and prepared to attend an interview at your convenience.

I look forward to hearing from you.

Thank You in advance for your consideration.

Name: Chernese Vincent

Email: Chernese2011@hotmail.com

Telephone: 1868281-2479/650-5457

DOB: 08.05.96

Address:#154 Parforce, Gasparillo.

**OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

**EMPLOYMENT**

* Pennywise Cosmetics Limited.
* Wonderful World Gulf City.
* Family Mini Mart.

**SKILLS**

* Excellent communication and organization skills
* Remarkable knowledge of interacting with persons in a professional, positive and courteous manner.
* Ability to provide service in a quick and efficient manner
* Ability to Work in a Team Structure to Plan, Organize and Prioritize Work.
* Ability to provide Basic Skills in an Office
* Computer skills, especially typing, phone etiquette ,good with people, alot of patience's and also able to produce under pressure.

**EDUCATION**

* 2008-2013 Gasparillo Secondary School
* 2001-2008 Gasparillo Government Primary

Subjects:

* English
* Social Studies
* Principle of business
* E.D.P.M
* Office Administration
* Mathematics (Currently)
* Certificate in Human Resource Management (currently) (Part Time )

**REFERENCES**

* Pastor Winston Mansingh (Poonah Open Bible Church) Telephone: 656-9314
* Mr. Jason Caruth (Health and Safety Officer / Schlumberger)
* Mr. Cohwen Joseph (Solids Control tech / Venwell International) Telephone:3639075