Dear Hiring manager,

I am writing to express my interest in applying for the positions of pharmacy attendant, cashier or any position I am qualified for.

I am a recent Graduate of Andrews University majored in Biology with a minor Chemistry, and is currently preparing for my next major step in my career development. Thus as part of that preparation I see Massy Foods as the ideal place to contribute to the enhancement of customer satisfaction and to further develop holistically.

I look forward to hearing from you very soon.

If you have any questions I can be contacted with the contact information given above. Thank you for your consideration.

Sincerely,

Jason Skeite.

# Work objective

To use my skills in customer service and professional work ethics to provide professionalism in customer service. Thus enabling high customer satisfaction and projecting best company image.

# Education

Bachelor of Science, Major: Biology (Zoology Emphasis), minor: Chemistry; G.P.A. 2.76.

# Relative Professional Experience

2010 – 2014: student lab technician (University of the southern Caribbean)

Three months 2008: teller at Unilever Credit Union.

# Relative positions

# Lab Technician

Main Tasks:

* Supervise teaching lab sessions with 30 plus students.
* Ensure that enough reagents and equipment are prepared and stored before lab. sessions and properly stored or disposed of after lab sessions.
* Assist in preparing lab teaching sessions.
* Conduct lab demonstrations and teach lab sessions.
* Correct lab reports.
* Customer service.
* Maintain lab inventory and assist in administrative work.
* Ensure that equipment is properly functioning and report any damages to my superior.

# Teller

* Process deposits, withdrawals, linx and credit card transactions, and balance inquiries.
* Insured the client’s ledger are balanced at the end of the day.
* Customer service

Associate Elder, head A.Y. (Adventist Youth) leader and In-reach leader of the Port of Spain East A.Y. district counsel.

* Direct the operations of the church’s A.Y. department.
* Develop and supervise execution of programs.
* Plan annual church camp.
* Write and deliver sermons, and other presentations.
* Oversee the operations of the A.Y. In-reach departments of seven churches
* Counsel troubled youths.

# Skills

Excellent written, numerical and verbal communication skills, listening, keen perception of individual’s needs, ingenuity, presentation skills, time management, initiative and self-motivator, negotiation and persuasion, conflict resolution, stress tolerance, decision making and adaptability.

# Activities and Interests that may be an asset

* Currently I am a member of the Port of Spain Pathfinder Band.
* Head Adventist Youth Leader, Invested Master Guide, Associate Elder, assistant to the Health Ministry’s director and senior member of the Church choir.
* In-reach Leader of the Port of Spain East District Adventist Youth counsel.
* Certified relationship peer counselor.
* Alumnus of the Gnotsi/Gamma science club.
* Alumnus of the USC Photography club

Referees

Shivnarine Kissoon, Microbiologist/ Lecturer

Tel: 789 – 8852

Brian Rocke, Biochemist

Tel: 794 – 5923

Emily Flemming, Psychologist

Tel: 485 – 3896

William Cunningham

Tel: 718-5326