11th December, 2014

The HR Manager

Massy Stores,

Trinidad.

Dear Sir/ Madam,

I would like to formally apply for the position of Grocery Attendant at Massy Stores.

I have held positions in the Warehouse department at TRACMAC Engineering now Massy Machinery, for the past five (5) years and I believe that I am well suited for this position. During my tenure I have developed extensive warehousing skills.

I have a demonstrated ability to work collegially with leaders across business units and lines of business. In addition, I have been responsible for dispatching vehicles, picking parts, operating fork lift and man lift, delivering parts to customers as well as liaising with the company's clients.

These are just a few examples of my accomplishments. I hope that you will find that this brief view, in combination with the attached resume, describe all the aspects you expect in a dedicated and trustworthy employee of Massy Stores with the experience and skills to meet the requirements of the position of Grocery Attendant.

I appreciate your consideration and look forward to discussing this job opportunity with you at your earliest convenience.

Best Regards,

Akeem Duncan

**OBJECTIVE**

To enhance and develop my communication and interpersonal skills, for the benefit of myself, co-workers and employer

**EDUCATION AND TRAINING**

**CXC Passes**

English (2011)

Secondary School (St. Kevin’s College 2007-2009)

**EXPERIENCE**

**MASSY**

October 2009- September 2014

**Warehouse Attendant**

* Dispatching vehicles
* Picking Parts
* Operating fork lift
* Operating man lift
* Delivering parts to customers

**Skills**

Computer Literacy Microsoft Word

Microsoft Excel Microsoft Publisher

Internet Savvy Good Communication Skills

Fork Lift Man Lift

**REFERENCES**

Anderson Gill

Penal

Small Business Owner

323-5897

Dennison De Coteau

Christian Drive, Caratal Road,

Gasparillo

CEO New Leaf Technologies TT

329-1548/ 307-4629