LP 12 Daniel Trace,

Malabar,

Arima.

Telephone: 1-868-344-9098

**TO WHOM THIS MAY CONCERN,**

                              I refer to your advertisement from an employee inviting application for  vacancy over the Christmas.

       I am 17 years of age and I finished school in June but I am acquiring more subjects part time. I have completed Mathematics, English, Integrated Science and Principles of Business with all 3's and Principles of Accounts and Social Studies with 4's.Also I have gotten my certificate in Computer Literacy from SBCS. I am currently taken classes for Social Studies and Office Administration for January.

       I enjoy sports, reading, learning and trying new things, meeting new people and understanding them and helping people in need.

        I have no experience and I am willing to be trained to assist you at your store and also to get an idea of working in a professional work area.

I hope you find my application of interest and I would be pleased to attend an interview at your convenience. References are if you require me to obtain them.

Yours Sincerely

Renee Callender