Bassa Hill

Three Hands

La-Brea

Telephone No. 297-8312

January 2, 2015

Dear, Sir/Madam

I would like to apply for a position in your establishment.

I am a Christian woman with over three years’ administrative experience. I have a passion for accounting and also gained experience from my earlier jobs working with various individuals. I obtained 7 passes 1s and 2s from the CXC examinations and 7 from Abe diploma 3 and 4.

Being a goal oriented business student I am looking for a job that I can grow in as an individual and can assure u that my addition to your team would be beneficial to both the firm and myself. Although I have acquired some valuable skills I need to be in a place where I can grow more as an individual. I would be pleased to attend an interview at your earliest convenience.

Thank you for your kind consideration and I am looking forward to an early and favourable response.

Sincerely,

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ESTHER CANDICE FREDERICK

**PERSONAL DATA**

Name: Esther Candice Frederick

Date of Birth: 22nd September 1991

Address: Bassa Hill, La-Brea

Contact No: 297-8312

**CAREER GOALS**

My short-term goal is to find a position in a stable company, where I will have growth opportunities that I can make utmost use of and satisfy my thirst for knowledge.

Some of my long-term goals would be to strategically move into a position where I can lead a team and try to double the profits of the organization within a specific time period then either move up to a managerial position, or start my own business.

**WORK EXPERIENCE**

January 2011-June 2014 R.Thackoordass Service Station

(Accountant/Supervisor/Cashier)

August 2010-January 2011 Rituals Coffee House (Cashier)

January 2010-July 2010 Bartlett’ Pharmaceuticals (Junior Accountant)

**EDUCATION**

September 2008-December 2009 School of Business and Computer Science

September 2003-May 2008 Vessigny [Antilles] Government Secondary

**QUALIFICATIONS**

*CXC General Proficiency (May-June 2008)*

English A One

Office Administration One

Electronic Document Preparation and Management One

Mathematics Two

Principles of Accounts Two

Principles of Business Two

Integrated Science Two

*Diploma: Level 4 (previously called Certificate Level 3)*

Introduction to Accounting A Distinction

Introduction to Business Communication B Credit

Introduction to Business C Pass

Introduction to Quantitative Methods C Pass

*Higher Diploma: Level 5*

Financial Accounting C Pass

Organisational Behaviour C Pass

Management in Action C Pass

INTERESTS

My hobbies include dancing, drawing, painting, story writing, hiking, singing and modelling.

ACTIVITIES

Primary: Choral Speaking, netball, church and school choir

Secondary: Church and school choir, Inter School Christian Fellowship (I.S.C.F)

Tertiary: Student council

REFERENCES

Name: Anthony Thornhill

Company: Lake Asphalt of Trinidad and Tobago (1978) Limited

Phone: 680-7454

Designation: Assistant Production Superintendent

Relationship Description: Church member

Name: Lloyd George

Company: Retired

Phone: 648-7212

Designation: Church Pastor

Relationship Description: Church member

Name: Rudolph Campbell

Company: Roofing Systems

Phone: 342-1423, 773-3314

Designation: Supervisor, Roofing Contractor

Relationship Description: Former co-worker