#69/c Upper Sangre Juella Rd,

La Canoa Village,

Lower Santa Cruz.

Massy Stores,

St. Augustine

January 21st 2015

This letter is to introduce myself and inform you of my interest in your organization. I am applying for any position available in your organization. The resume will furnish you with information concerning my overall training and educational skills. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your organization.

I am very approachable and have good communication skills. I work well with individuals and I complete my duties with a high degree of skill and professionalism. I believe in excellence and I’ve always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any organizational goals.

My positive attitude and willingness to give 100% makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have favorable impact in your organization.

I look forward to hearing from you in the near future and hopefully schedule an interview in which I hope to learn more about your organization, its goals and plans and how I may be able to contribute to its continued success and growth.

Thank you for your time.

Sincerely,

Shenece Francis (Ms)

Shenece Francis

#69/c Upper Sangre Juella Road, La Canoa Village, Lower Santa Cruz.

[shenecefrancis@gmail.com](mailto:shenecefrancis@gmail.com)

Telephone No: 315-6582 / 753-8197

Mission: To enhance my knowledge and to gain experience in the world of work so that I may be able to apply my knowledge meaningfully, contributing not only to my overall progress but also to the improvement of the organization in which I work.

Qualification: Cape Unit 2

Art and Design Grade 1

Caribbean Studies Grade 3

Geography Grade 3

Sociology Grade 3

Cape Unit 1

Art and Design Grade 1

Communications Grade 2

Geography Grade 2

Sociology Grade 2

CSEC General Proficiency:

English A Grade 1

Mathematics Grade 3

Caribbean History Grade 2

Geography Grade 3

Spanish Grade 2

French Grade 2

Visual Arts Grade 2

National Examination Council:

Secretarial and Business Support Services

Skills for the Automated Office

Activities and Hobbies: Scout Leader, Alter Server , Surfing the Net, Reading, Singing, Drawing and Painting and Planting