**Natalie Howard**

12B Maraj Street, Mission Road San Juan

🕿868-372-8199

Email: nataliehoward20042003@yahoo.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

February, 23rd, 2015

Human Resource Department

Massy Stores

Port-of-Spain

 Dear Sir/Madam

This letter serves to introduce myself and to let you know of my interest in becoming a part of your organization. I would like to be considered for a position as an Administrative Assistant, Clerical, Sales or any other suitable position. My enclosed resume will give you information concerning my overall employment, background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations and tasks at high level within your company.

In each of my previous job experiences, I have performed my assignments with a high degree of skill, professionalism and with the high ethical social work values I hold. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth and I am a great team player.

I believe in excellence and have always dedicated myself, my talents and my creative abilities to ensure the successful accomplishment of company goals. My positive attitude and willingness to give my best would be a valuable asset to any organization that employs me. I am always willing and opened to learning new skills and knowledge.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I hope to learn more about your company, its goals and plans and how I may be able to contribute to its continued success and growth. I can be contacted at the above number or at the email listed.

Thank you for your favourable response.

Sincerely,

 Natalie Howard

**CURRICULUM VITAE**

**Name**: Natalie Howard

**Address**: 12B Maraj Street Mission Road San Juan

**Telephone #**: 372-8199 (cell), 638-7188 (home)

**Email:** nataliehoward20042003@yahoo.com

**Objective:**

To work with an organization, wherein, its goals and objective is to promote human development. Consistently making a positive change to society and empowering along with assisting individuals to reach their highest potential.

**Employment History**

Voluntary Teacher /Youth Worker February 2014- December 2014

Medical Social Work Dept. - Aranguez Sep 2013-Dec 2013

(Social Work Student Internship)

Child Line - (Social Work Student Internship) Sep 2012-Dec 2012

Student Worker: USC’s Cafeteria 2012-May 2013

West Shore Medical: Theatre nurse January 2011-August 2011

Medical Support Worker 2007-2009 (UK)

Health Care Assistant Promoted (04-07) (UK)

Administrative Assistant 99-02

Pharmacy & Western Union Assistant 95-96 ( USA)

Liaison Officer (Heads of State of Government) 95

Checker (U.R.P) 94

Voluntary (Nursing Homes and Community Parish) 92-94

**Education**

University of the Southern Caribbean Social Work (BS)

National Vocational Qualification Health & Social Care (Level 3)

Real Estate & Sales Certificate

Microsoft Access Diploma

Computer Literacy Certificate

CXC Subjects English (Two II),

Principles of Business (Two II)

Office Procedures (Two, II)

Social Studies (Two, II)

Agricultural Science DA

**References:**

Mr. Clyde Best

University of the Southern Caribbean

Chairperson and Lecturer

**Phone: 347-6419**

Mr. Mark Mohammed

County Medical Social Worker

Aranguez Health Centre

Social Work Department

**Office:** 675-2734 **Cell** :718-2123

**Email**: markmohammed@hotmail.com