**To Whom It May Concern**

Dear Sir/Madam,

I hereby apply for the vacant position of a Cashier within the organization. I am available for immediate employment. I have enclosed a copy of my resume for your purpose, I do hope you will take an opportunity to set up an interview with me so I will be able to provide you with any additional information you may require.

Thanking you in advance for your consideration in this application

**Yours Respectfully,**

**-------------------------------**

**Carla Fernandez**

***Carla Fernandez***

***#15 Harold Street,***

***Maraval***

***Tel: 738-1844***

**carlsfernandez@hotmail.com**

**OBJECTIVE:** To put to use the abilities and skills that I have learnt and accomplished over the past years while learning and understanding what has to be done within the organization in a professional and timely manner.

**PROFILE:** Knowledge of Microsoft Word, Excel and Power Point

Always up to new challenges

Effective team player

***PERSONAL SUMMARY***

**Date of Birth :** 10th February, 1983

**Nationality**  **:** Trinidadian

**Marital Status :** Single

***WORKING EXPERIENCE***

**Marketing & Distribution Company Limited**

**Position Held-** Marketing Representative

**Period**- June 2003 to May 2006

**International Tiles Rugs & Carpet Limited**

**Position Held-** Customer Service Representative / Cashier

**Period-** August 2006 to July2007

***WORKING EXPERIENCE (Cont’d)***

**Academy of Auto Mechanics Limited**

**Position Held-** Administrative Assistant

**Period-** October 2007 to August 2009

**Executive Body Guard Services Limited**

**Position Held**- Dispatcher/ GPS Personnel

**Period**- September 2009 to September 2011

**Home Store Limited**

**Position Held**- Cashier

**Period**- April 2012 to November 2013

**American Stores Limited**

**Position Held-** Supervisor

**Period-** March 2014 to Present

***EDUCATION AND QUALIFICATIONS***

**1998 – 2000 St Augustine Senior Secondary Comprehensive School**

**CXC O Levels Grades**

* English Language III
* Principles of Business III
* Principles of Accounts III
* Social Studies III

**1995 – 1998 Barataria Junior Secondary School**

14+ Examination

**1989 – 1995 San Juan S.D.A. Primary School**

Common Entrance Examination

***ADDITIONAL INFORMATION***

**U.W.I School of Continuing Studies**

Certificate in Computer Literacy

***INTERESTS***

Travelling & outdoor activities

***REFERENCES***

Jameer Ali

Managing Director

Car Professors

680-2058

Perry Jaggan

Store Manager

Home Store Limited

350-7022

Carl Mitchell

Commander

Executive Body Guard Services Limited

294-6462