#31 Mt.Hope Place,

Mt. Hope Road,

Petit Bourg,

San Juan.

385-9529

[richards\_rebekar@hotmail.com](mailto:richards_rebekar@hotmail.com)

22nd April, 2015

Massy Stores,

Massy Food Stores,

Eastern Main Road,

St. Augustine,

Trinidad and Tobago.

Dear Sir/Madam,

My name is Ruth R. Richards and I am currently a student at the University of the Southern Caribbean, majoring in Biology. I am writing this letter because I am seeking employment at your franchise, Massy LTD (St. Augustine), as a cashier or bakery attendant. As required and expected, I am enclosing a completed application form, my resume and two references.

I am an honest, hardworking, trustworthy, pleasant and reliable individual, committed to any task that is before me. If given the opportunity, I can assure you I will be an asset to your company.

I am willing to attend an interview at any time at your convenience. Thanking you in advance for your kind consideration, and I do look forward for an early response.

Respectfully submitted

Ruth R. Richards

Contact #:385-9529/674-1442

Ruth Richards

#31 Mt. Hope Place, Mt. Hope Road

Petit Bourg, San Juan.

[richards\_rebekar@hotmail.com](mailto:richards_rebekar@hotmail.com)

**385-9529/674-1442**

**Professional Profile:**

* Hardworking, attentive and conscientious
* Honest, respectful, patient and pleasant
* Reliable, dedicated and trustworthy
* A team player who works well with each other to complete the task at hand
* Dynamic and Enthusiastic

**Personal Information:**

* Date of Birth: 10th September 1994
* Marital Status: Single
* Nationality: Trinidadian

**Education:**

**University of the Southern Caribbean (2013 – Present)**

* Major: Bachelor of Science Degree in Biology with an emphasis in Biomedical

**South East Port of Spain Secondary (2006 – 2013)**

Caribbean Examination Council (CXC)

* Physics
* Biology
* Chemistry
* Human and Social Biology
* Geography
* Social Studies
* English A
* Mathematics

Caribbean Advance Proficiency Examination (CAPE)

* Physics (UNIT 1 & 2)
* Biology (UNIT 1 & 2)
* Chemistry (UNIT 1 & 2)
* Communication Studies
* Caribbean Studies

**Hobbies:**

* Guitar
* Piano
* Swimming
* Volleyball
* Reading

**References:**

* **Keston Brown**

**Warrant officer for the Trinidad and Tobago Air Guard**

Contact No: 483-5196

* **Junie Williams**

**Nurse at the Eric Williams Medical Complex**

Contact No: 320-9543

* **Roxanne Brown**

**Credit Control Officer at Micon Marketing LTD**

Contact No: 707-5783 / 364-0569