**Shameka D.S.Thomas**

[**ShamekaThomas@outlook.com**](mailto:ShamekaThomas@outlook.com)

1st Avenue Vauxhall

Christ Church

Telephone Numbers: 435-5912/420-5938

Cell Number: 840-2926

14th May, 2015

The Human Resource Manager

Massy Store Limited

Sargeants Village

Christ Church

Barbados, West Indies

Dear Sir/Madam:

I wish to express my interest in acquiring any available positions in your organization which offers an opportunity for career growth and provides professional and good services. I strongly believe that I can be a valuable asset to your organization in its continued service excellence. I am a punctual person who is well mannered. Moreover, I am also a team player, very friendly and easy to work with. I have enclosed additional information and details of my already acquired qualifications.

I consider myself suitable for any position because I am confident that I can contribute to your team’s effort as a very reliable and highly motivated employee, who is completely compel to do whatever it takes to ensure that any task that I am assigned is completed to the highest degree. I am willing to attend an interview at your discretion, if you wish to contact me you may refer to the above contact information.

Thank you so much for your consideration of my employment request. I will be awaiting your response.

Thank you for your time and consideration.

Sincerely,

……………………

Shameka Thomas

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**Career Objective:** To gain more working experience with your organization in order to further my knowledge of the world of meaningful employment.

**Education:**

**1998-2006** Vauxhall Primary School

**2006-2013** The Lodge School

**2013-Present** The University Of The West Indies Cave hill Campus

**Qualifications:**

**General Proficiency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Year** | **Examining Body** | **Level** | **Grade** |
| Mathematics | 2010 | CXC | CSEC | 2 |
| Chemistry | 2011 | CXC | CSEC | 2 |
| English A | 2011 | CXC | CSEC | 3 |
| English B | 2011 | CXC | CSEC | 3 |
| Biology | 2011 | CXC | CSEC | 3 |
| Physics | 2011 | CXC | CSEC | 3 |
| Religious Education | 2011 | CXC | CSEC | 3 |

**Advanced Proficiency:**

**Unit 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Year** | **Examining Body** | **Level** | **Grade** |
| Biology | 2012 | CXC | CAPE | 5 |
| Chemistry | 2012 | CXC | CAPE | 5 |

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**Unit 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Year** | **Examining Body** | **Level** | **Grade** |
| Communication Studies | 2013 | CXC | CAPE | 4 |

**Experience:**

**2012-2013**

I have worked at a Chinese restaurant located in Lanterns Mall, Hastings Christ Church from Friday 15th June to Sunday 9th September. Then, for Christmas from Saturday 5th December to Sunday 6th January,2013 and once more from Friday 12th July,2013 to Sunday 21st July,2013. I was a waitress.

In addition to that I’ve also worked at the National Sports Council Summer Camp for a duration of 5 weeks from Monday 15th July to Friday 16th August, 2013 as an office assistant.

**Awards and Achievements:**

* **2001-2006** A member of brownies**.**
* **2006** I was the group leader of the “Elves” brownie pack.

A prefect in class 4

* **2008** Iwas awarded a prize for my outstanding performance in 3rd form for

coming 1st in Class for three consecutive terms.

* **2012** I received a certificate of recognition for my good work in Csec Chemistry
* **2012-2013** A member of The Lodge School Key Club
* **2008-2013** A team player of The Lodge School Girls’ Football Team
* **2013-Present** An active participant of Unity 1’s Girls’ Soccer Academy

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**References:**

Ian Ifill

The Farm Road Ellerton, St.George

267-1791

Dexter Alleyne

Surinam Horse hill, St.Joseph

237-0029

Pedro Richards

The Farm Road Ellerton, St.George

262-6518