*Dear HR. Manager,*

*I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.*

*As you can see, I have had vacation work experience in office environments, and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.*

*I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like Massy Stores.*

*I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.*

*Yours sincerely*

*Shanice Mason.*

SHANICE MASON

Address: #226 Darwil Gardens Ext

D’Abadie

Arima.

Cell: 471-0227

E-Mail: [masonshanice19@gmail.com](mailto:masonshanice19@gmail.com)

[Shanice.mason@my.uwi.edu](mailto:Shanice.mason@my.uwi.edu)  
[ShaniceMason7@gmail.com](mailto:ShaniceMason7@gmail.com)

**Objective**

To join an organization which would help not only improve my knowledge, skills and abilities, but allow me to develop my leadership skills and challenge my idea strategies, all in an effort to make a positive contribution to the organization.

**Education**

* University of the West Indies (St. Augustine Campus) 2014-present  
  - Bachelor of Science
* Major: Political Science.
* St. Augustine Community College (St. Augustine)   
  - 6 O’Levels CXC June 2011

* St. Augustine Secondary School (St. Augustine)   
  -A’level CAPE June 2014  
  -Economics  
  -Management of Business  
  -Accounting

**Work experience**

***Doctor Robinson (St. Augustine)*** Receptionist Summer 2014

* Organize and keep record of all incoming and returning patients.
* Assist Doctor when so required.
* Receive calls in Doctor’s absence.

***Jam Bites Restaurant (St. Augustine)*** Cashier Summer 2014

* Receiving and tending to customers.
* Maintaining the cash register.
* Recording profit at the end of the day.

***Massy Stores (St. Augustine)*** Lane stocker 2011

* Restocking shelves.
* Assisting Customers.

**Computer skills**

* Basic knowledge in Microsoft Word, Excel and PowerPoint.

**Other Information**

* I received an award and participated in the National Youth Parliament 2012.

I am capable of multi-tasking, as well as being able to work with groups and individual work and taking initiative when so needed.