**SIOBHAN JAMES** Home: (868)-648-3929

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Mahaica Point Fortin  jsiobhan59@gmail.com

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8th May 2015

Massy Stores

Human Resource Department

39 A Wrightson Road

Port of Spain

Trinidad West Indies

Dear Human Resource Manager,

I am submitting an application for the position of Pharmacy Assistant.

I bring to the table three years of secretarial experience, during which I was responsible for organizing and maintaining employee records, facilitating site visits and administrating the company’s safety policies.

This August, I will be graduating with my Bachelor’s in Management and Psychology from Heriot Watt University. I also achieved a Certificate in the Human Resource Management Program at the University of the West Indies.

I believe that I could be a valuable asset to your esteemed company, and I look forward to further discussing my qualifications with you. I can be reached by email at bluciel99@hotmail.com/jsiobhan59@gmail.com or by phone at (868)-648-3929 or (868)-725-3319.

Yours Sincerely,

Siobhan James