June 15th, 2014

The Manager

Human Resource Department

Massy Stores Head Office

39A Wrightson Road

Port of Spain

Dear Sir/ Madam,

I hereby submit this letter of application for employment within your organisaton.

I am a diverse individual seeking employment. I am hard working and very willing to learn. I seek a challenge primarily for which my ability and experience will be fully utilised, where I can aim for a promising career to the further development of myself and your vision. I am intelligent and honest, with great enthusiasm and keen interest in my field and new developments.

I hope that my application will definitely be considered for this position.

Enclosed is a copy of my resume which provides a comprehensive summary of my experiences and achievements.

I am available for an interview at your convenience.

Yours respectfully

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Gerard Morris

**Objective** To be a team player in a dynamic organization where my interpersonal and

analytical skills can be utilized to the benefit of the organization and to enhance my development as a young professional.

**Summary of Achievements**

* Graduated from South East Port of Spain Government Secondary School with six (6) CXC passes, with four Grade I passes.
* Completed a basic course in Sound Engineering at Never Dirty Community Centre provided by the Citizen Security Programme, Ministry of National Security.
* Recipient of Appreciation Award from Personnel Protection Service Limited

**Experience**

2010 – 2011: **Guy & Gordon Limited**

***Warehouse Attendant:*** Maintained general cleanliness, replenished depleted stock, in addition to sales to customers.

2011 – 2012: **Personnel Protection Services Limited**

***Security Officer:*** functioned as Shift Leader; overseeing all patrols and the recording of same in the log-book, ensuring all duties of colleagues were carried out efficiently and effectively.

2012 – Present. **Infinite Pest Solutions**

***Service Technician:*** Provides pest management and eradication services; in addition to telemarketing services.

**Education**

2008: **South East Port of Spain Government Secondary School.**

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| --- | --- |
| SUBJECT | GRADE |
| Mathematics | I |
| English A | I |
| Physics | I |
| Biology | III |
| Social Studies | II |
| Information Technology | I |

**References**

Mr. Brian Springer

Inspector

Central Investigative Division

Trinidad and Tobago Police Service

Phone: 868-798-3231

Ms. Alicia Lewis-Maule

Accountant

Auditors’ Solutions Limited

Phone: 868-772-4731

Mrs. Janelle Lively-John

Investigator

Fraud Squad

Trinidad and Tobago Police Service

Phone: 868-222-6648/749-5577