SIMONE PHILLIP

#14 Delhi Road, Lutchman’s Drive Fyzabad.

Telephone Number: 738-0506

Email: simoneslphillip@yahoo.com

17th June, 2015

To Massy Stores

I am applying for the position of Cashier at your company. I have developed remarkable interpersonal skills and work ethics. My experiences include working at Hair World, Linda’s Tax Consultancy and Unicomer (Courts) dealing directly with customers so I therefore, have good knowledge of the duties and responsibilities of dealing with customers and their problems. I am currently a student at the College of Science Technology and Applied Arts of Trinidad and Tobago (C.O.S.T.A.A.T.T).

My resume provides further details on my background and accomplishments. Realizing that this data cannot adequately convey my personal strengths I would appreciate the opportunity to meet with you.

Thank you for your time and consideration and I will be available at any time, and I will be awaiting your favourable response.

Yours Respectfully

…………………………….

Simone Phillip

DATE OF BIRTH: 06 March, 1992

PROFESSIONAL EXPERIENCE: Linda’s Tax Consultancy

Siparia

Position Held:

Receptionist

Hair World

Lord Street, San Fernando.

Position Held:

Customer Service Representative

Unicomer (Courts)

Trinidad and Tobago

Position held:

Gift Clerk

SCHOOL ATTENDED: Siparia West Secondary

SUBJECTS: Principles of Business

Office Administration

Electronic Document Preparation and Management

English

Mathematics

Human and Social Biology

Caribbean Studies

Communication Studies

Management of Business Unit 1

Management of Business Unit 2