Sue-Ann Johnson

#140 David Street, Cleaver Road

Arima

642-7905/764-2400

[sue\_annjohn10@yahoo.com](mailto:sue_annjohn10@yahoo.com)

26/06/2015

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**The Human Resource Division,**

**Trinidad and Tobago, W.I.**

**TO WHOM IT MAY CONCERN**

Dear Sir/ Madame,

My name is **Sue-Ann Johnson,** I am **27** years of age and I am seeking employment within your establishment, i.e. “**Cashier”**. I attended Arima Girl’s Government School, and later attended Johnson’s Finishing School. Here I achieved **six (6) C.X.C. subjects,** which are:

* **English Grade 3**
* **P.O.B. Grade 2**
* **Social Studies Grade 2**
* **Integrated Science Grade 2**
* **H.S.B. Grade 3**
* **Mathematics Grade 3**

While attending secondary school I did numerous **summer jobs** which were mainly in **Trincity Mall** where I worked in a clothing store, and also in a shoe store, this was mainly done from May to August. When completing my secondary school education I began doing the **‘On the Job Training’ Programme**, where I was placed at **Malabar R.C. Primary School** as a **Classroom Assistant** for a time frame of three (3) years. This period began from January, 2009 to October, 2011 but before my contract was over I got accepted at the **University of Trinidad and Tobago.** While working at Malabar R.C. Primary School I also did a course in Y.T.E.P.P named **Skills for the Automated Office & Data Operations,** I also re- did some C.X.C. subjects to improve my grades which I had gotten at secondary school.

At present, I have finished my **Bachelor Degree in Education** in the **University of Trinidad and Tobago** at the **Valsayn Campus**. Should I be successful in gaining employment, through the assistance and guidance of this establishment, I will work most effectively and efficiently, and to the best of my ability; regarding my duties.

I, therefore, humbly await your reply. Thanking you for the audience.

**Yours respectfully,**

**Sue-Ann Johnson**

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**CURRICULUM VITAE**

**NAME:** Sue-Ann Johnson

**ADRESS:** #140 David Street, Cleaver Road Arima.

**TELEPHONE No.:** 764-2400/642-7905

**DATE OF BIRTH:** 19th March, 1988

**MISSION STATEMENT:** To enhance my knowledge and understanding of your firm and to gain experience in the world of work so, that I may be able to apply my knowledge meaningfully, contributing not only to my general progress but also to the improvement of the organization with which I work.

**SCHOOLS ATTENDED:** Arima Girl’s Government School

Johnson’s Finishing School

University of Trinidad and Tobago

**QUALIFICATIONS: C.X.C. General Proficiency**

English Grade 3

P.O.B Grade 2

Social Studies Grade 2

Integrated Science Grade 2

H.S.B Grade 3

Mathematics Grade 3

**WORK EXPERIENCE:** Cashier (Summer Job)

Massy Stores,

St.Augustine

May- August 2014

Sales Clerk/Cashier (Summer Job)

Catwalk Clothing Store,

Trincity Mall

May –August 2012

Classroom Assistant

Malabar R.C. Primary School,

Malabar, Arima

January, 2009- October, 2011

Sales Clerk

Kristina’s Shoe Store

Trincity Mall

September- November, 2008

**OTHER ACHIEVEMENTS:**  1) Outstanding student in Integrated Science form Johnson’s Finishing School.

2) Skills for the Automated Office & Data Operations Y.T.E.P.P.

August, 2010- February, 2011

**GOALS:** To receive my Bachelor in Education and also to become a principal in a primary school.

**HOBBIES:** Meeting and Corresponding with people, reading and music

**REFERENCES: Ms. Cummings**

Malabar R.C. Primary School,

Principal

Telephone No. 667-3620

**Mrs. Florence Malchan- Harrington**

Malabar R.C. Primary School,

Teacher

Telephone No. 667-3620