#6 Aquamarine Crescent,   
Union Hall Gardens,  
San Fernando.

Dear Sir/Madam,   
I am Kezia Lewis, a current lower six student at Debe Secondary School awaiting the May/June CAPE results in the field of business. I am eighteen years of age and I am applying for the vacant position as a cashier at your business for the July/August vacation period as it would allow me to gain work experience and also a source of income.  
While being a student at Debe Secondary School for now six years I have volunteered to work in the schools stationery store where I learnt the steps involved in running a business successfully and also how to communicate with customers efficiently.I was also involved in the school’s dance group where we competed in the Prime Minister’s Best Village Trophy competition where we made it to the finals. I enjoy organising, interacting with other people and being given new objectives to achieve in life. I thank you for taking the time to read my resume and I hope that I can be an asset to your business.  
  
  
  
 Your’s Respectfully,  
 Kezia Lewis.

**Name:** Kezia Lewis.  
  
**Address:** #6 Aquamarine Crescent, Union Hall Gardens,   
 San-Fernando.  
  
**Telephone:** 657-1091  
 294-8117 (Cell)  
  
**Date Of Birth:** 22nd April, 1997.  
  
**Age:** 18  
  
**Marital Status:** Single  
  
**Education:**  
Sep. 2004- 2009- San Fernando Girls Government School.  
  
Sep.2009- 2015- Debe Secondary School.

**Qualifications obtained:** Mathematics- Grade 2  
 English A- Grade 2  
 Literature- Grade 2  
 Integrated Science- Grade 2  
 Information Technology- Grade 2  
 Office Administration- Grade 1  
 Principles of Accounts- Grade 2  
 Principles of Business- Grade 2  
  
**Work Experience:** At my school’s stationery store  
 Toy Mart (Gulf City Mall)