Broomefield,

St. Lucy

Wednesday July 22nd, 2015

**Human Resources Manager**  
Massy Stores

Barbados

Dear Sir/Madam

I am seeking to fill a position in your establishment for Cashier or any other vacancies suited to my qualifications.

My personal and professional experiences have equipped me with what I believe is required in providing the quality service expected by your company; which include honesty, a pleasant personality and the ability to work well with others. I am confident of my capabilities in fulfilling the duties of whatever position I am required to fill. I believe my experiences as a customer service representative would be an asset to your company. The role of a customer service representative has instilled in me the importance of customer relations to any business, combined with maintaining loyalty and integrity of the business to with whom I am employed.

Thank you for your time and consideration. I look forward to receiving a reply from you in regards to my application and can be contacted at your earliest convenience at the contact information provided in the attached résumé.

Yours truly,

Jahel Griffith

***Jahel S. Griffith***

*Broomefield, St. Lucy*

*Telephone: 1 (246)439-7852*

*Email:jahelgriffith@gmail.com*

* **Education:**

St. James Secondary Continuing Education 2011-2012

St. James Secondary School 2001-2007

Selah Primary School 1994-2001

* **Qualification:**

***Year Subject Body Level Result***

2012 English A CXC General 2

2012 Social Studies CXC General 1

* **Work Experience:**

***Griffith’s Landscaping*** *2013- 2015*

Position: Gardener

**KM2 Business Solutions**

Customer Service Representative 2012-2013

**NCO Financial Service** *2008-2011*

Customer Service Representative

**Super Centre (Sunset Crest)** *Summer (2006)*

Checkout Clerk

* **Interests:**

Do It Yourself

Cooking

Reading

Listening to music

Netball

* **References:**

Sheilah Walker Timothy Corbin

Upper Carlton Broomefield

St. James St. Lucy

Telephone: 422 2142 Telephone: 439 7003

Alicia Best

Golden Ridge

St. George

Telephone: 433 1301