#25New Colonial Road,

Barrackpore

Dear Sir/Madam,

My name is Aneila Allen of the above address and the purpose of my letter is to respectfully apply for a position at your business establishment.

I have acquired four (4) subjects after writing the CXC examinations. In addition to this I have worked in different places allowing me to interact with different people. I also took a Computer and a Cashing course.

Enclosed is a copy of my resume which should be able to provide you with the necessary information. If however, you have any questions about my application I can contacted at the above address or at 320-4789.

Thank you for your time taken.

ANEILA ALLEN

#25New Colonial Road

Barrackpore.

320-4789 (mobile) .

**Objective**

***To find meaningful employment in order to gain experience in the work place. Also to provide some means of assistance to persons, and to whom soever I am working for.***

***Experience :***

***SOUTHERN FOOD BASKET, Coffee Street, San Fernando. (2003-2010)***

***Supervisor / Cashier***

***SHOE LOCKER, Gulf City Mall. (2001-2002)***

***Sales Assistant - Part time***

***BARRACKPORE COMMUNITY LIBRARY, Barrackpore (1999-2000)***

***Librarian.***

***Education***

***Certificate in Cashing - Modern Business***

***Microsoft 2000-Barrackpore Islamic Centre***

***Microsoft Word - Personalized Computers***

***CXC O Level - Barrackpore West Secondary School***

***References:***

***Mr. Kayar Bannister***

***Supervisor***

***Southern Food Basket***

***754-2078***

***Mrs.Debra Rampersad***

***Insurance Agent***

***Maritime.***

***316-5479.***