15a Roots Avenue

Delhi Road

Fyzabad

The General Manager

Dear Sir/Madam

I, the undersigned ***Maxine Makela Mayers*** would like to apply for a position in your establishment with my qualifications and experience. This new position would enable me to utilize my skills and knowledge both social and professional to the extent where I will be able to contribute significantly to the growth and development of such a business.

I am anxious about the opportunity to work in this institution, as I am willing to learn and work in any endeavor you affiliate me with, as a competent, industrious and dedicated individual. I would take great pleasure in producing work, which is of high standards, in order to archive my employer’s expectations as well as my personal growth and intellectual.

I took great pleasure in enclosing my resume along with copies of my certificates and recommendations to assure you that my qualifications are authentic.

Looking forward for an interview with you and thanking you in advance for your interest in my application and for your favorable response.

Yours respectfully

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**MAXINE MAKELA MAYERS**

**MAXINE MAKELA MAYERS**

**15a Roots Avenue, Delhi Road, Fyzabad**

**1 868 347 2482 OR 1 868 490 7515**

**Email:-izzy1son@hotmail.com**

**OBJECTIVE:** To gain all the necessary knowledge and experience in one day opening and successfully operating my own business.

**INTERSTS:**  Playing Tennis, Reading and watching football.

**DATE OF BIRTH:**  29th October, 1986

**AGE:**  28 years

**GENDER:** Female

**MARITAL STATUS:**  Single

**QUALIFICATIONS: -**

**FYZABAD COMPREHENSIVE SCHOOL**

English Language 11

Mathematics V

Principles of Accounts 11

Principles of Business 111

Office Procedures 111

Integrated Science 111

Typewriting 1V

Currently pursuing **Mathematics** and **Human and Social Biology** for CXC O’ Levels June 2015 and January 2016.

**TRINZUELA TECHNICAL INSTITUTE**

Business Communications

Office Procedures

Accounting

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

Currently awaiting my **Level one certificate**, whilst furthering Level two and starting **Certificate in Social Work** at UWI South Campus September 2015.

**EXPERIENCE: -** **Utopia Restaurant & Bar**

241 Pepper Village Fyzabad

Waitress/Cashier/Manager

April 2005 – February 2011

Full Time

**Ministry of Education Exam Dept.**

Fyzabad Anglican Secondary School

Assistant Supervisor

May 2010 – June 2010

Part Time

**Gold Dollars Membership Club**

Tropical Plaza, Marabella

Bartender/Cashier/Slot-Attendant

July 2012 – October 2015

Full Time

**San Fernando City Corporation**

Carib Street, San Fernando

Typist/Messenger

September 2014 - Present

Part time

**REFERENCE: -** **Mrs Jemima D. Poor**

Owner/Manager

Utopia Restaurant & Bar

1868787 6775

**Ms Vanessa Simmons**

Cashier/Manager

Gold Dollars Membership Club

1 868 317 6281

**Mrs. Gail Mohan Thomas**

Checker 1

San Fernando City Corporation

1 868 710 1737

**Mr Damerson Sylvester**

Chauffeur 1

San Fernando City Corporation

1 868 768 6501