#26 Second Branch Road,

Tableland.

16th November,2015.

Massy Stores

Highland Plaza Compound.

The General Manager of H.R

Dear Sir/Madam,

With reference to your advertisement, I wish to apply for the position of merchandiser.

I have included details of my qualification and experience, and two referees who are willing to provide you with any information on my character and ability.

I shall be willing to be interviewed if you find it necessary and given the opportunity I will improve my knowledge and skills in this field.

Yours respectfully,

Valerie Jordan

**Resume**

**Name:** Valerie Jordan

**Address:** #26 Second Branch Road Tableland

**Marital Status:** Common Law

**Phone no:** 351-0371/ 749-2444

**Date of Birth:** 3rd October, 1969

**Education:** Pleasantville Senior Comprehensive

1985 – 1987

YTEPP Training

1989 & 1996

Red Cross

2007

Care for the Elderly & Home Decor

2008

**Qualifications:** Mathematics

History

POB

**Work Experiences:** Prestige Holdings Ltd ( KFC )

2001 -2003

Position – Staff Member

Prestige Holdings Ltd ( KFC )

2003 – 2005

Position – Supervisor

Subway Gulf City

2005 – 2007

Position – Supervisor

Popeyes Gulf City

2009 – 2010

Position – Supervisor

**References:** Ted Glasgow

Petrotrin Pipe Fitter

352-4164

Vernon Saunders

T & T Police Sergeant

352-2653 / 286-4078