**TO WHOM IT MAY CONCERN**

Dear Sir / Madam,

I Chelsea Jacob am applying for the position of Cashier at your company. I am a very honest, determined, fast learner and hard worker.

For four years I have worked as a Customer Service Representative / Cashier which lead to the promotion of Shift Supervisor. I am aware of the procedures for Cashing including both TT and US dollars transactions.

At present, I am seeking a new job as I am unemployed as at March 30th 2016.With that said, please see attached my resume for your approval to my application for this job.

Thank you for your time and consideration, I do look forward to meeting with you.

**Yours Sincerely,**

Chelsea Jacob

**EDUCATION**

**Caribbean Union College Secondary School** – 2007-2012

**SUBJECTS GRADE**

English Three

Social Studies Two

Principle of Business Three

Electronic Document Preparation Management Three

**Achievement / Awards**

3rd Class Honour Award for Outstanding and Academic Achievement - 2007/2008

**School of Business and Computer Science** –

Level 4 ABE Diploma in Business Management

**SUBJECTS**

Introduction to Accounting

Introduction to Business Communication

Introduction to Business

Introduction to Quantitative Methods

**EMPLOYMENT HISTORY**

Sales Clerk / Cashier – Hip Hop, Trincity Mall. (July 2012- April 2013)

Shift Supervisor – SkyWay Duty-Free, Piarco International Airport. (April 2013- March 2015)

Payroll Assistant - Grant Thornton Orbit Solutions Trinidad (April 2015 – March 2016)

**REFERENCES**

**Mr. Michael Armstrong**

Fire Fighter Paramedic

Eastern Drivers Company Limited.

Phone: 360-0510 / 493-7754

**Mr. Lindhurst Murray**

Managing Director

MCM and Company, #27 Borde Street, Port-of-Spain.

Phone: 685-4639