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|  | Shirelle Guerra |
| **April 8th , 2016** |  |
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Dear Hiring Manager

Enthusiasm, Positivity and persistence are just a few qualities that I will bring to your organisation when hired. I am delighted to present to you my resume for the position as advertised by your organisation. Given the opportunity, I would make a profitable contribution to this department. I would like to find an enjoyable job which introduces me to the workplace, and allows me to further my education.

Some necessary abilities a candidate for this position must have include exceptional communication and leadership skills, which allow for better customer relations. Through many of the volunteer activities I have participated in, these skills have developed and thrived. My dedication to succeeding in school has taught me how to effectively produce results, manage my time, and learn from my mistakes. These skills and knowledge will make me a valuable part of your team if hired.

I appreciate the time you take to review my application and look forward to future discussions concerning this position. I can be reached at 1-868-379-7752. Once again, I thank you for your consideration.

Sincerely,

Shirelle Guerra (Applicant)

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|  | Shirelle Guerra |
| **April 8th 2016** |  |

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|  | **Objectives**   * To be a positive influence in my community * To improve my skills * To be part of a successful organization   **Education**   * 2004 – 2009: CXC Examination : Bishop Anstey High School East·   C.X.C EXAMINATION :English II ,Principle of Business II Integrated- Science II,Social-Studies III , Visual Arts III , Literature and Mathematics inclusive (IV)   * 1998 – 2004: S.E.A. Examination: Arouca Government Primary School   **Experience**   |  |  |  | | --- | --- | --- | | **COMPANY** | **POSITION HELD** | **TIME WORKED** | | **Sacoda Serv. Limited** | **Enumerator** | **August 2012 - October 2012** | | **San Juan Methodist Church** | **Sexton** | **September 2010-October 2013** | | **Methodist Church Office** | **Office Assistant** | **October 2014-February 2015** | | **Ansa Mcal –Head Office**  **Tatil Building** | **Internship-Finance Department** | **May-August 2015** | | **Ansa Mcal –Head Office**  **Tatil Building** | **Administrative Assistant** | **16th-20th November 2015** |   **Skills**   * Computer literate, organized, punctual, artistic, persistent. |

**Reference List:**

**Nicola Samuel**

Clerk III-Ministry of National Security

1-868-730 6437/1-868-379-1062

**Elna Narine**

Retiree

1-868-762-1955

Shirley Godett

Business Owner

1-868-685-1100

**Additional Information**

* Volunteered with ReThink at the Unites Nations International Day of Happiness event called “The Gift” on Friday 20th March 2015.
* Volunteered with Verses Bocas Poetry Slam in Saturday 21st March 2015.
* Member of the Volunteer Center of Trinidad and Tobago.
* Participated in the Caribbean Volunteer Exchange Program which took place from November 20th-23rd 2015 at Fondes Amandes St. Anns