#6 Kingbird Drive

Phase 3 Malabar

Arima

27th May 2015

The Human Resources Officer

Massy Stores

39A Wrightson Road

Port of Spain

Trinidad WI

Dear Sir/Madam

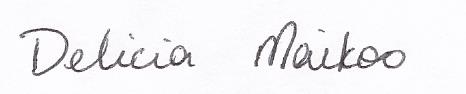
I am 16 years of age and currently a student of Bishop Anstey High School East. I wrote three subjects; Mathematics, Principle of Accounts and Principle of Business for the CXC 2016 January examination and I attained a grade I in each subject written. I am currently in preparation for the CXC May-June examination where I will sit the exam for the eight subjects I have studied at the Form 4- Form 5 Level.

I am interested in joining the staff of your company as a part-time worker as I believe your organization is a reputable one where I can improve my knowledge and skills for self enhancement.

Along with this letter, I have attached my résumé and I possess a portfolio comprising of my achievements.

Hoping for a favorable reply,

Yours respectfully



Delicia Maikoo

Enc

**Career Objective**

To become an experienced accounting officer for a well established regional firm performing all required duties and responsibilities to the best of my ability.

**Education**

2011- Present: Bishop Anstey High School East

English A

Mathematics

History

Office Administration

Principle of Accounts

Principle of Business

Economics

Electronic Document Preparation Management

2004-2011: Arima Girls’ R.C Primary School

2002-2004: First Step Nursery and Pre School

**Qualifications**

CXC January 2016:

Mathematics (General) - I

Principle of Accounts (General) - I

Principle of Business (General) - I

**Training**

2015: World of Work Seminar

Topic: Entrepreneurship

**Achievements:**

Senior School Prefect at Arima Girl’s R.C Primary School

Senior School Prefect at Bishop Anstey High School East

RBC Young Leaders 2015

Junior Achievement 2015

Certificate of Outstanding Performance in Office Administration

Certificate of Excellent Performance for Term 1 Form 5 2015

Certificate of Participation in the Ministry of Community Development East Indian Cuisine Course

**Hobbies:**

Drama

Cooking

Planning Events

**References**

Shemie Williams

Public Servant

Telephone no: 1-868-756-4437

Delisha Braithwaite

Data Entry Operator at Centralized Salaries Republic Bank

Telephone no: 464-2115