#18 Brazil Road, Wallerfield,

Arima

(868) 715-7939

Dear Sir/Madam,

I write to respectfully request that you consider me for any post within your organization. I believe I meet the pre requisite qualification and can add positively to the work force.

I consider myself to be a dynamic and dedicated individual with the resilience and determination to deal with the demands and pressures of customer service.

I am a strong role model with a person obligation to everything I do. Additionally, I have strong communication skills which enhance the way I socialize with others. My peers would describe me as a co-operative individual with a strong team spirit and respect for others. I believe the skills and professional objectives that I have outlined above will be an asset to your company.

I look forward to working with your Team. I await a favourable response. My CV is enclosed in support of my application. Thank you.

Yours Respectfully,

Nicole Guy

Nicole Guy

(868) 715-7939

#18 Brazil Road, Wallerfield, Arima

snookikoonkoon123@icloud.com

**HIGHLIGHTS OF QUALIFICATIONS**

• Outstanding customer service skills

• Data Operations

• Flexible; able and willing to learn new things

**EDUCATION**

Chevalier Private School

Youth Training and Employment Partnership Programme

• Certificate in Data Operations

**EXPERIENCE**

2013-2014 Office Assistant Chevalier Private School

2011-2012 Sales Representative Caribbean Jewelers

2010 Sales Representative Dule Fashion

**ADDITIONAL SKILLS & KNOWLEDGE**

• Certificate in Cosmetology

**HOBBIES**

Hockey, Football, Singing