Chantalé Fletcher

#1341 Southern Main Road

Vance River Village

Guapo

1 (868) 304-5344

[crystal.1913@hotmail.com](mailto:crystal.1913@hotmail.com)

Saturday 14th May, 2016

**Massy Stores**

**Human Resources**

**39 A, Wrightson Road**

**Port of Spain**

**Trinidad and Tobago.**

Dear Sir/Madame:

I am writing to apply for an entry –level position as a Grocery lane attendant \ replenisher at Massy Stores Gulf View branch. I am a dedicated and enthusiastic young woman currently pursuing my Associate Degree in Journalism and Public Relations at the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT).

Previously, I worked at a primary school institution under the On the Job Training Program as a Continuous Assessment Component Assistant (CAC). Here my duties ranged from clerical to disseminating information to members of staff and visitors to working amongst teachers and children.

This experience enhanced my communication skills and creative ability as these were important factors to ensuring tasks were completed effectively. I also enhanced my skills in computer literacy as well as research techniques through constant group collaborations.

A God fearing person and cheerful in nature; this enables me to work amongst various groups in a team based environment along with my excellent interpersonal skills which allows me to work anywhere; whilst maximizing productivity efficiently.

I am currently looking for an opportunity to apply the basis of my studies in media at work. Given this opportunity to join a leading organization, I am confident that my ongoing studies within my discipline combined with my passion for public service will be an asset to your organization.

If you agree that my skills and experience would benefit your operation, please contact me at 1 (868) 304-5344 to arrange an interview. Thank you for your time and consideration, I look forward to speaking with you about this employment opportunity.

Yours sincerely,

Chantalé Fletcher

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**Chantalé Fletcher**

#1341 Southern Main Road, Vance River Village

Email: - [crystal.1913@hotmail.com](mailto:crystal.1913@hotmail.com) Cell: - 1 (868) 304- 5344

# Objective

An entry –level position as a Grocery lane attendant\ replenisher in Massy Stores, where I can use my ability to work steadily and efficiently, to become part of a professional environment; where my course of studies would be able to enhance productivity throughout your organization.

**Education**

College of Science, Technology & Applied Arts of Trinidad & Tobago [C.O.S.T.A.A.T.T]

Associate Degree [Journalism and Public Relations] (January 2013 – Present)

The University of the West Indies [U.W.I] (2012)

Certificate of Proficiency in Computer Literacy

Point Fortin Senior Secondary

CXC O’levels

English A Grade 2

English B Grade 3

Social Studies Grade 3

Human &Social Biology Grade 3

Community Development Skills Training Programme (2014)

(Certificate of Completion in Bread, Cakes and Pastries)

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Vance River Roman Catholic Primary School

**September 17th 2012 to May 11th 2015**

**Continuous Assessment Component (CAC) Assistant**

* Conveyed information between members of staff as directed by principal as well as conducting daily numbers of students; whilst performing clerical duties operations such as receiving calls, fax and operating the print machine.
* Worked closely with assigned teacher in assisting students with projects and assessments for their submission of marks; including filing, collating, the importing and exporting of all relevant data and so forth.
* Created innovative learning materials that were used as enforcement in teachings; whilst assisting them with daily tasks ranging from class topics to CAC related activities, especially those facing difficulties.
* Participated in a number of school events such as the preparing students for the Primary school zonal sports and the production of carnival costumes.

**Skills**

Microsoft Office

Customer Service

# Reference

Avernell Lewis-Ettienne – Teacher 1 (Vance River R.C Primary School)

1-868-688-4907