**NICOLLA SYLVESTER**

LP #69 Watts Street,

Curepe.

Trinidad and Tobago

1 868-322-1848

[nicsylvester112@gmail.com](mailto:nicsylvester112@gmail.com)

**Objective** To obtain a position at your establishment, make a valuable addition to your staff, and learn and grow within the work atmosphere provided.

**Education**

Fyzabad Composite School – Graduated 2011

Mathematics

English

Physics

Biology

Principles of Business

Social Studies

University of the West Indies, Open Campus – Graduated 2013

Social Work Certificate

University of the West Indies, St Augustine Campus – Graduating 2017

Bachelors Degree- Sociology

Minor- Gender Developmental Studies

Member of the Trinidad and Tobago Youth Ambassadors UWI chapter

**Work Experience/** **Training**

Daycare Assistant – Toddlers’ World 2012-2013

Social Work Training – Social Welfare

Sales Advisor

**Skills**

Good communication skills

Hard worker

Proficient at following instructions and completing tasks

Ability to work in a team structure

Ability to plan, organize and prioritize

**References**

Dianne Taitt 1 868- 361-6569

Kern Ojai Bess 1 868- 719-7035

Jameila Haggard 1 868-393-3108

Jenette Thompson 1 868-385-8847

To whom it may concern,

A chance to intern at your institution will be a great honor and it will help to equip me for the world of work after completing my degree. I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My previous employer was very satisfied with my work etiquette, and I am confident that I can bring the same level of high performance to your establishment.

Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them. I feel certain that my strong communication skills coupled with my ability to work productively will be of immediate value to your establishment. I very much hope that you will look favourably upon my application by recognizing my enthusiasm and my future potential. I would dearly like to further discuss the scope of this position, with you in person, and would welcome the chance of an interview. Thank you in advance for your time and consideration.

Yours sincerely

Nicolla Sylvester