Lp# 1872 Southern Main Road,

Point-Fortin.

**TO WHOM IT MAY CONCERN**

Please permit me the opportunity to offer myself for employment within your reputable company. My primary aim is to be employed with a company where my skills and abilities will be utilized to the fullest, and where intellectual growth and stimulation can be achieved.

I am hereby applying for the position of FAMILY **COURT DAYCARE OFFICER**.

Perusal of the attached Curriculum Vitae will be several further details and information relating to my background, academic performance and all round accomplishments.

Your consideration of my application would be greatly appreciated and I am confident that given the opportunity, I will prove to be a valuable asset to your company, and I will be able to effectively discharge any functions of me.

Thanking you for your time and consideration.

Respectfully,

Rachael Sookdar-Phillip.

**Rachael Sookdar-Phillip**

**Lp # 1872 Southern Main Road**

**Point-Fortin**

**Tel: 393-7850**

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**Objective:**

To use my experience I have acquire in any given field to impact my knowledge and skills with colleagues and visitors to the institution.

**Education:**

* Primary: San-Fernando Girls Government
* Secondary: Vessigny Secondary obtained passes in:

1. English –General Grade –(3)
2. Social-Studies- General Grade-(2)
3. Human and Social Biology –General Grade- (4)

At present I am further pursing Studies in:

1. Mathematics
2. Office Administration
3. Human and Social Biology

**Courses Taken:**

* Servol

Certificate- Introductory First Aid Course

* Trinidad and Tobago Registered Nursing Association

Certificate – Caring for Infants 0-5 years old

* Ministry of Agriculture

YAPPA- Youth Apprentice Programme

* UWI Open Campus

Certificate –Early Childhood Care and Education

* VALKIRI H.S.E Services

Certificate –Basic First Aid, AED, CPR Course for Adults, Child and Infant.

**Work Experiences:**

* Austic Society Point Fortin –(2) years
* Caring for children with Autism
* The Play-Way Child Centre Pre-School –(4) years
* Teacher
* Ministry of Science and Tertiary Education-(2) years
* OJT Teacher
* Servol/Atlantic Day Care Preschool-(2) years

-Teacher

**Personal Information:**

Nationality: Trinidadian

Sex: Female

Date of Birth: 15/11/1984

References: [1] Derick Koylasse [2] Pst. Anthony Bermount

Fullerton village, Cap-De-Ville Main Road

Cedros. Point-Fortin.

690-3067 388-3735













