Cover Letter

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam

I Vickesha Samuel am applying for any available position at your organization**.** I believe that I have the capability to do justice to the job. I have been exposed to pass jobs that would give me the experience. I hold a certificate in Computer literacy with a grade A. I also believe my effective communication and listening skills would be a great asset. I am a hard worker, responsible, dependable and I am always moved to learn. Please view my resume which has been attached for your viewing.

I assure you of my complete dedication and skillfulness in my work. It would be great to hear from you. Thank you for your time and consideration.

Looking forward to a favorable response.

Sincerely,

Vickesha Samuel

|  |  |  |
| --- | --- | --- |
|  | VICKESHA SAMUEL  **Address:** #89 Walnut Ext Bregon Park , D’Abadie  **Email:** alinasamuel71@gmail.com  |  Tele: 1868388-7229 | |
| Objective | Seeking to obtain a position in a company which will offer a variety of challenges and responsibilities where my skills and abilities can be utilized. | |
| Skills & Abilities | Good Communication skills and Excellent Listening skills |
| Experience | **SAMO CONSTRUCTION AND MAINTENANCE SERVICES** Company Secretary May 2011- June 2013  Receiving and placing phone calls and messages.  Maintain records of jobs done, materials, employee attendance **TROPICAL NECTAR**Customer Service RepresentativeOct. 2013-Dec. 2014Receive company calls.Log new orders. Receive deliveries | |
| Education | **The University of The Caribbean** BSC. Social Work – Presently pursuing **Zenith Educational Institution**CXC subject•English -3•Social Studies -3•Principles of business -3•Office of administration -3**(INTAD) Institute of Training and Development** Front Desk Management and Telephone Etiquette – Grade AExecutive Assistance – Grade A**(MCT) Micro Corporate Training** Computer LiteracyMS Processing - Grade AMS Excel - Grade AMS PowerPoint - Grade A | |
| References | **Pastor Marva Peshier**Springs of Life CommunityDevelopment ChurchTele: 1868-762-4640**Josanne Baptiste**Customer Service RepresentativeThe Business Supply GroupTele: 1868-717-5353 | |