Daniel Floyd  
#6 Preysal Crown Trace,   
Freeport.  
1-868-769-1008  
[danielfloyd77@hotmail.com](mailto:danielfloyd77@hotmail.com)

Dear Mr. /Ms.

I am currently a first year undergraduate student at the University of the West Indies, St. Augustine campus pursuing a major in Management Studies and a minor in Psychology. I was also a past pupil of ASJA Boys’ College Charlieville and Presentation College Chaguanas where I completed my A-levels. As the end of the semester approaches, I will have approximately 3 months of vacation. During this time away from school, I want to take the opportunity to build myself and gain valuable work experience.

Therefore I am applying at your organization for the position of a medical secretary where I can explore and learn new things. I’ve had approximately two years of work experience prior at a local bakery in the area. I therefore ask that you please take this letter into consideration as I am looking forward to working with your organization at the position that may seem fit for my skills and qualifications.

Sincerely,

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Daniel Floyd

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| 2 | Daniel floyd  #6, Preysal Crown Trace, Freeport  |  danielfloyd77@hotmail.com  |  1-868-769-1008 |
| Objective | To help me gain valuable experience in the world of work over the summer vacation. As an aspiring management major at UWI, this would give me the head start. |
| Skills & Abilities | Aside from my academic qualifications, I believe I possess a variety of skills needed by the workplace. I have good leadership skills and commitment skills. I stay committed to the task at hand and is always focused on getting the job done. |
| Experience | **Cashier** Freeport bakery limited My duties included cashing and serving customers on a daily basis. |
| Education | **presentation college**, chaguanas CSEC passes: 6 (one’s), 2 (two’s)  CAPE passes: 4 (one’s), 3 (two’s), 1 (three)  **CURRENTLY**: A 1st year student at the University of the West Indies, St. Augustine, pursuing a major in Management Studies and a minor in Psychology. |
| Communication | Throughout high school, I’ve had the opportunity to present various presentations in front teachers and classmates and I’ve been able to possess strong speaking and communication skills. I work well with those around me. Although I’m very shy and introverted, I manage to open up to others around me once I get to know them. |
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| References | **Ingrid rampersad**, mrs. 673-1871 |