# 

# Kurrisha Aberdeen

47 Rail Road Avenue Extension

**LA-BREA**

# 8th June 2016

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### Dear Prospective Employer

Please regard this as my letter of application to your organisation. I am a recent graduate of Naparima Girls High School, where I was successful in my endeavours. My background has required me to be a strong time manager, balancing both school and extracurricular activities; which I am confident, will be a quality that will be important in a position in your organisation.

Though I may not have direct experience in a work environment, my years of working in team environments as well as my success in leadership are also qualities that I will bring to your organisation. My involvement in leadership has developed my listening skills, my ability to motivate others, think creatively on my feet and delegate so that success is achieved. I have proven that I am passionate about what I do as well as a dedicated individual who pays great attention to detail and capable of quick learning.

I believe that my academics have given me the unique ability to apply knowledge to every situation. Additionally, community service fostered my competency in communication with persons of different ages and backgrounds.

I am certain that my attached resume will give you a greater understanding of my qualifications and would greatly appreciate the opportunity to work at your organisation to gain experience, learn and grow. I look forward to meeting with you to discuss further what I can add to your organisation after your review of my application.

Sincerely

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**Kurrisha Aberdeen**

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[47 Rail Road Avenue Extension, La Brea]

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| Objective | Dedicated and motivated student looking to obtain a job that will allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement. | |
| Summary of Skills | | * Outstanding interpersonal skills * Strong verbal communication * Collaborative team member * Computer proficient * Issue Resolution * Quick learner |
| Academic Background | | Naparima Girls’ High SchoolSan Fernando — 2009-2016 *Caribbean Secondary Education Certificate:*   * Biology……………………………….Grade 1 * Caribbean History…………………..Grade 1 * Chemistry…………………………...Grade 1 * English A…………………………….Grade 1 * English B…………………………….Grade 2 * French…………………………...…..Grade 1 * Mathematics………………………...Grade 1 * Physics……………………………...Grade 1 * Spanish……………………………...Grade 1   *Caribbean Advanced Proficiency Examination*   * Biology Unit 1……………………….Grade 1 * Caribbean Studies………………….Grade 1 * Chemistry Unit 1…………………...Grade 1 * Spanish Unit 1……………………...Grade 1 |
| Experience | | *Presentation:*Demonstrated strong communication skills at the NIHERST Caribbean Youth Science Forum with the presentation of our project.Demonstrated strong communication skills as Public Relations Officer in the RBC Young Leaders Challenge.*Documentation:*Drafted documents for internal meetings as Class President, Languages Prefect and Assistant Treasurer for the Student Council.*Sales:*Sold items for various class sales and bazaars. |
| Extra-Curricular Activities | | * Participated in the Junior and Senior Choirs and won prizes at the national level in the Trinidad and Tobago Music Festival competitions (2009-2016) * Active member of the Table Tennis Club at Naparima Girls High School. (2010-2016) * Member of the March Past team (2010-2016) * Public Relations Officer of the Languages Club (2015-2016) * Class President (2015-2016) * Assistant Treasurer of the Students’ Council (2015-2016) * Public Relations Officer of the RBC Young Leaders Challenge (2011-2012) * Participant in the Rebirth House Challenge (2015-2016) * Cast member of the musical production ‘13 Daughters’ * Volunteer at the Helena Charles Home for the Aged (2014-2016) * Volunteer at the San Fernando General Hospital (2015-2016) * Vocational Bible Study teacher at the New Testament Church of God, Cochrane (2014) |
| References | | Mrs Roopnarinesingh  Teacher, Naparima Girls High School  764-3754  Ms Foster  Teacher, Naparima Girls High School  777-5863 |