8June 2016

Human Resource Officer

Human Resource Department

Massey Group of Companies

#39 A Wrightson Road

Port of Spain

Trinidad W.I

Dear Sir or Madame:

I am submitting my Resume’ and application letter for any position within your organization. At present I hold a Diploma in Management for Administrative Professionals which was attained at UWI School of Business and Applied Studies Limited (trading as Roytec).

As a holder of Five CxC O’ Levels certified in computer literacy and having participated in a short Customer Service Excellence workshop my educational background and my job experience will help me adapt quickly to any Customer Service related position within your organization. My long-term experience in the service industry has taught me to meet and exceed each customer expectation, with service that sells as well as enforces store policies.

My desire for success and development enhances my ability to face new challenges along with theoretic knowledge and practical experience and make me confident of being an asset to any company.

I am available to meet with you to further discuss the details of my Resume’ and it would be a pleasure to interview with you and I look forward to hearing from you soon.

Yours respectfully,

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KEISHA BSCOMBE

ENCL: Resume