**Elizabeth Lydia Brown**

Contact: 1 (868) 333 – 4825   
Date of Birth: 16th April, 1995.  
Address: 124 Monkey Town Road, New Grant Princes Town  
Email: [elizabeth\_brown1690@yahoo.com](mailto:elizabeth_brown1690@yahoo.com)

Human Resource Manager   
  
Re: Application for Employment

Dear Sir/Madame,

With regards to your available Job Vacancies, I take this opportunity to apply to your organization for the advertised position of a **Cashier.**

I am ambitious, hardworking and a good team player and I also seek every opportunity to improve myself. I have eight CXC (Caribbean Examination Council) O'levels passes, which include Mathematics and English, and six CAPE (Caribbean Advanced Proficiency Examination) A‘levels passes.

I am computer literate which includes Microsoft Office Word, PowerPoint and Spreadsheet and other computer skills. I am considered a very serious minded individual who can be depended on to get a job done well.

Thank you for considering my application as I look forward to a favorable response.

Yours respectfully,

Elizabeth Brown.

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Course**/ **subject** | **Grade** | **Year** |
| COSTAATT | BSc General Nursing | Currently pursuing |  |
| Princes Town West Secondary | CAPE  Unit 1 - Communications  - Chemistry  - Pure Maths - Biology  Unit 2  - Caribbean Studies - Chemistry  - Pure Maths  - Biology | IV II II IV  III  II  II  V | 2013  2013  2013  2013  2014  2014  2014  2014 |
| St. Stephen’s College | CXC  - English A  - English B  - Mathematics  - Chemistry  - Biology  - Add Maths  - Agriculture Science  - Geography | III  III  I  III  II  II  I  III | 2012  2012  2012  2012  2012  2012  2012  2012 |

**TRAINING AND SKILLS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Course** | **Grade** | **Year** |
| YTEPP | Events Decorating | AC | 2015 |
| Community Development | Breads, Cakes and Pastries | AC | 2014 |

**WORK EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Position** | **Year** |
| Joshua’s Internet Café | Cashier & Sales Clerk / CSR | May 2015 – Sept 2015 |
| Spring Fresh Fashion | Sales Clerk / CSR | June 2014 – Jan 2015 |
| Persad’s Supermarket, New Grant | Sales Clerk / CSR | Nov 2013 – 30 Dec 2013 |
| Persad’s Supermarket, Princes Town | Cashier | July 2013 – August 2013 |

**REFERENCES:**

Name: Michelle Woods  
Occupation: Midwife  
Address: St. Juilen  
Contact: 1 868 779 1451

Name: Melvin Ballack   
Occupation: Teacher  
Address: Matilda Junction   
Contact: 1 868 655 2319