April 28, 2016

**BY EMAIL**

### Dear Sir/Madam,

**Re : Job Application**

I refer to the captioned. I write to express my interest in working with your organization. I am willing to apply for a vacancy which commensurate with my qualifications.

I am a recent Bachelor’s of Science graduate of the University of the West Indies, St. Augustine Campus. My awarded degree in Sociology and Communications has enhanced my skills as a creative problem solver with the ability to be results oriented. Furthermore, I am a persuasive communicator with well-developed research and presentation techniques and a multifaceted team player who is able to bring a myriad of skills to any organization of which I am apart of.

Additionally, the experience gained in working in the area of Human Resource and the introduction to negotiations in the field of Industrial Relations, has expanded and fueled my interest in Law and Marketing, and has helped to develop my client care relations through interactions with clients.

I have also gained substantial experience in recruitment and administrative procedures, such as scheduling appointments and communications with clients, and in organizing and coordinating events. My qualifications therefore, not only include the academic ability necessary to produce quality work within time limits but also organizational skills which enable me to operate efficiently under pressured conditions. I have thus been able to consistently exceed my employer’s expectations.

It is my hope that you will select me for a much coveted opportunity to work and contribute within your organization. For your perusal, I have attached my curriculum vitae. Should you require additional information, please do not hesitate to contact me via email [melissahenry91@live.com](mailto:melissahenry91@live.com) or via telephone at **369-9991**.

**Sincerely,**

Melissa Henry

***Encl.***

**MELISSA HENRY**

**Address**#66 Darceuil Lane, Arima **Cell**- 369 9991- **Email:** [melissahenry91@live.com](mailto:melissahenry91@live.com)

**EDUCATION:**

**University of the West Indies St. Augustine, Trinidad**

B.Sc. Sociology and Communications

(Honours)

*July 2015*

**Honours:**

Vice Chancellor Ambassador,UWI STAT; Association of Female Executives of Trinidad and Tobago Bursary, Recipient; Certified, Microsoft Office Word and Excel 2013 Specialist: Recipient, UWI Development and Endowment Fund Bursary

**Membership:**

Health Ambassador, Health Service Unit; Volunteer, Student Advisory Services

**Specialization:**

Industrial Sociology, Gender Studies, Media and Communication, Caribbean Sociology, Human Ecology, Quantitative and Qualitative Research

**Symposium:**

Presenter at the 3rd and4th Annual Symposium on Engaging the Community: Strengthening the Culture of Engagement sponsored by University of Louisville

**El dorado East Secondary School El dorado, Trinidad**

*Sept. 2004 –Jun. 2011*

CAPE 8 units (including Management Business, Literature and Spanish) and CSEC 7 subjects (including Principles of Business, Principles of Accounts and English Literature and Spanish)

**Membership**:

Participant, Rotary Club of Central Port of SpainModel United NationsAssembly

(M.U.N.A); Peer Mediator, Families in ActionSTOPELDERLY ABUSE NOW

S.E.A.N program by Families in Action

**PROFESSIONAL EXPERIENCE:**

*May-Sept 2014*

**Caribbean Development Company (CBL)**

**Human Resource Intern**

* Supporting Senior Human Resource Officer, HR Generalist and Industrial Relations Lead
* Proofread and compared the Collective Agreements of the Groups’ internal companies and other external companies.
* Worked closely withindustrial relations and gained exposure to worker’s rights and other industrial relation practices
* Assisted and participated in organizing special events such as ***Father’s Day Employee Appreciation Day*** and ***‘SmaltaKids Camp For Employees’ Kids’***
* Assisted in recruitment- reviewing resumes, scheduling interviews and appointments
* Exposure to HRp5 (introductory)

*Feb-April 2014*

**Caribbean Development Company (CBL)**

**Human Resource Data Entry Clerk**

* Supported Senior Human Resource Officer and HR Generalist
* Exposure to HRp5 (introductory)
* Audited and updated employee files
* Scheduled appointments and interviews

*Sept 2013-Jan 2014*

**ANSA McAL, Group of Companies, Head Office**

**HumanResource Assistant**

* Assisted with the recruitment and hiring process including reviewing resumes, checking references and assisting with interviews.
* Assisted HR Coordinator in training student-interns and planning events
* Prepared Word, Excel and PowerPoint documents

*July-August 2013*

**ANSA McAL, Head Office**

**Human Resource Intern**

* Assisted in planning and coordinating events such as Intern Developmental Workshop
* Attended HRIS HRp5 training sessions
* Updated employee attendance log, audited employee files, conducted telephone interviews, answered phone calls and generated ad hoc reports as requested
* Exposure to the importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management

**References:**

Ms. Heidi Patience

**Group HR Lead**

**ANSA McAL Head Office**

Human Resource Department

Office: 625-3670-75

Cell: 297-0256

Ms. Kimberley Ramparas

**Senior Human Resource Coordinator**

### [AMCO | Alstons Marketing Company Limited](http://amcott.info/)

Human Resource Department

Office: 625-3670-75

Cell: 297-0248