#8 Alexander Street,

Gonzales Village,

Guapo.

Point Fortin.

19th January, 2016

Massy Stores

39A Wrightson Road,

Port of Spain,  
Trinidad W.I.

Dear Manager,

I Ms. Shirlisa Charles wish to apply for the position of a Cashier at you Point Fortin branch. I was pleased to find that I possess most of the abilities that you are looking for in a Clerk. I have little experience in this position but however I would like to contribute to the goals of the organization by representing your company to the best of my ability.

I am enthusiastic and willing to learn. I am great with people as I regularly take part in community service and strongly believe that it have given me good work ethic. I also gained experience of interacting with different kinds of people and the ability to work well in a team. This have improved my communication skills.

I would welcome the opportunity to speak with you regarding this position ans any available positions in your organization.

Yours respectfully,

**Shirlisa Charles.**

SHIRLISA CHARLES

#8 Alexander Street Gonzales Village Guapo, Point Fortin

**Phone:** 648-3968/ 377-1713 Email: shirlisacharles@hotmail.com

Objective

I wish to contribute my academic knowledge towards the enhancement of the organization while simultaneously refining my own skills. I also hope to acquire experience in a professional environment to complement my academic knowledge.

**Education**

University of the West Indies Open Campus (2015-Present)

Bsc. Social Work

University of the West Indies Open Campus (2012- 2014)

Certificate in Psychology

Vessigny Secondary School (2005-2012)

Caribbean Advanced Proficiency Examination 2010-2012

Communication Studies Grade 1

Management of Business Grade 3

Sociology Grade 4

Caribbean Secondary Education Certificate

English A Grade 1

Mathematics Grade 2

Human and Social Biology Grade 2

**Skills Summary**

Computer Savvy

Life Skills Training (On the Job Training)

Life Skills Training (YTEPP)

**Experience**

Point Fortin West Secondary- (2015-Present)

Clerical Assistant

Guapo Government School- (2011-2012)

Voluntary -Community Service (Teaching)

**References**

**Name:** Mrs. Stephanie Ramsaran

**Company:** Point Fortin West Secondary

**Telephone no.:** 648 – 3232

**Name:** Mr.Leonid Francis

**Company:** Retired Teacher (Point Fortin East Secondary)

**Telephone no.:**648 – 8379

**Name:** Mrs. Ada Ramkerrysingh

**Company**: Point Fortin West Secondary

**Telephone no**.: 648 -3232