**Name**: Myron Diaz

**Address**: #30 Clark Street Enterprise Chaguanas

**Email**: myrondiaz1@gmail.com

Contact Number: 3317964

**Education**: Couva West Secondary, Couva, 2006 – 2011

CTS College of Business and Computer Science, Chaguanas Ltd 2011-2012

**Qualifications**: CXC (O, Levels) (Grade)

Mathematics 4

Spanish 4

Principles of Account 1

Principles of Business 2

English Language 2

Information Technology 1

Association of computer professionals Advance Diploma (see transcript)

Previous employment: Bright Ideas. Position: sales representative

Manager: Miss Lelouti, Contact number: (868)671-6698

: Kawal Singh Auto supplies Position: inventory clerk

Manget: Vikash Singh Contact number: (868)665-4537/(868) 671-2712

Interests: Enjoys Music, Sports, Art and Technology

#30 Clarke street, Enterprise, Chaguanas

29th May, 2015

Dear Sir/ Madam

I wish to be acknowledged for a position in which my skills will be most useful to the company. I have listed my goals, expectations, knowledge of what I believe the company wants of me and my strong points.

Goals: I have very clear goals in life. First attain a proper education, with this I can then ascend to all my other goals including raising a family and providing a specific quality of life and standard of living for them. As for my goals for the company, if I am given a job opportunity within the company it is as with any other job. Effectively do the task I am assigned to, make myself useful and available to others if need be, communicate with my fellow workers to create a good working atmosphere and Gain knowledge and advance through the ranks of the company if I am well suited and have the requirements for advancement.

Expectation: I only have one expectation from acquiring the job that is gaining experience and knowledge from working with a professional workforce.

As for the company I’m well aware that you expect me as a worker to follow your policies and ethics while in the workplace also to be able to acknowledge my fellow workers and management staff. I know very well that my work task are to be done diligently and with efficacy, your company's values productivity, it is expected knowing that you give your workers the best benefits that can be afforded. I look forward to working within your workforce assuming I’m given the opportunity.

Strong Points: Ability to learn fast, works well in a team, communicates well with others,proficient in most microsoft office tools, pleasant and easy to talk to, listens and pays attentions, follows instructions well.

Yours respectfully

Myron Diaz