Melissa Cecelia Archbald polcon13@hotmail.com

499 9076 or 281 8980

#206 Eastern Main Road, Petit Bourg

# Objectives

To be part of an organization where I can devote myself and give out the best of my talents and abilities to become a strong asset.

# Education

Atwell’s Educational Institute 2002 - 2009

Northgate College 2009 - 2013

Signal Hill Secondary School 2013 - 2015

# Educational Qualifications

* English Language Grade 3
* Social Studies Grade 3
* Principles of Business Grade 3
* Spanish Grade 3

# Skills

* Ms Word, Excel, PowerPoint

**Strengths**

* Hardworking
* Punctual
* Ability to learn new things
* Willing to do anything

**Extracurricular activities**

* Gymnastics
* Swimming
* Listening to music
* Tennis
* Golf
* Playing the violin
* Playing the piano

**References**

Michelle Girod

Corporal of Police T.T.P.S. 778 0278

Mark Dennis

Court Officer 499 3735

23rd May, 2016

Melissa Cecelia Archbald

#206 Eastern Main Road,

Petit Bourg

Dear Sir/Madam

With this letter and resume I would like to extend my interest in the position of **Customer Service Agent**.

I am a recent graduate from the Signal Hill Secondary School where I attained the following subjects at CSEC level: English Language, Social Studies, Spanish and Principles of Business.

I would like to be considered as a candidate for employment in your organization and look forward to pursuing this avenue with you more fully.

Thank you for your time and attention. See resume attached.

Sincerely

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Melissa Cecelia Archbald