**Cover Letter**

Name: Amanda Toppin

Address: #8 Laventille Road East Dry River

Phone: 328-9432

Email: **donalleentoppin@gmail.com**

05th September, 2016

The Human Resource Manager

Massy Stores Limited

Wrightson Road,

Port-of-Spain

Dear Sir/ Madam,

I wish to be considered as an applicant for the position as a cashier or any other position that suites my qualification within your organization. I am willing to perform any duty that is given to me to the best of my ability.

I am trustworthy, capable and dependable of dealing with any situation. I have attached a copy of my rèsumè and am willing to attend an interview at your convenience.

Thank you in advance for your co-operation and time, and am looking forward to your response.

Yours Sincerely,

**Amanda Toppin**

**Rèsumè**

**Name:** Amanda Toppin

**Address:** **#**8 Laventille Road East Dry River

**Age:** 24years

**Date of Birth:** 05/09/92

**Sex:** Female

**Nationality:** Trinidadian

**Marital Status:** Single

**Phone Number:** 328-9432

**Email:** [**donalleentoppin@gmail.com**](mailto:donalleentoppin@gmail.com)

**Professional Summary:** I am a dedicated focused young lady who excels at

prioritizing completing multiple tasks simultaneously,

I’m very committed to delivering high quality results

with little supervision.

**Highlights of Qualifications:** Outstanding service and patient with all types of

Individual and organization levels

* + - * Flexible and willing to learn new things.
      * Professional in appearance.
      * Strong work ethic.

**Education:** Morvant Laventille Secondary School- 2004-2009

**Accomplishments:**  Subjects Grades

English A- General 3

Social Studies- General 3

Office Administration 3

P. O. B 3

Mathematics Currently pursuing

**Certificates:** Skills for the Automated Office- YTEPP 2014.

**Work Experiences:** KFC- Position: Cashier- Independence Square Port-of-

Spain Branch- Customer Service Representative (CSR)

2012-2014.

ROYAL Princess Casino- Dealer- Chaguanas Branch

July 2014- September 2015.

**References:**

**Name:** Curtis Miller – 467-8952

**Name:** Richard Murray- 378-4060

**Name:** Jamillea Baird- 718-8223