#12 Spring Trace

Quarry Village

Siparia

12th September, 2016

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

I am applying for a vacant position within your organization for which I may be suitable. I enclosed my resume as a first step in exploring the possibilities of my employment.

Granted the opportunity, I assure you I will work with dedication, commitment and loyalty. I also work well with others and I am ready to accept all responsibilities afforded to me.

Thank you for your time and patience towards me. Please give me the chance to prove myself to be a valuable asset and to join an organization with such prominence as yours.

Thanking you in advance for all considerations given towards me.

Respectfully submitted,

………………………….…

SADYE OVID

APPLICANT

SADYE ADEISHA OVID

CURRICULUM VITAE

OBJECTIVE:

To enhance my knowledge and gain experience in the field of work so that I may be able to contribute not only to my general progress but also to the organization with which I work.

PERSONAL INFORMATION:

Address: #12 Spring Trace Quarry Village Siparia

Contact No.: 348-4812

Email Address: [osadye@yahoo.com](mailto:osadye@yahoo.com)

EDUCATIONAL BACKGROUND:

*2001-2008*

Erin Road Presbyterian Primary School

*2008-2013*

Palo Seco Secondary School

QUALIFICATIONS:

CXC O’LEVELS

General Proficiency

* English - III
* Social-Studies - III
* Office Administration - III
* Electronic Document Preparation & Management - III
* Integrated Science - III
* Food and Nutrition - III

WORK EXPERIENCE:

* OVEE’S BAKERY & CAFÉ

*Position Held:* Cashier

*Location:* S.S Erin Road Penal

*Period Worked:* July 2013- June 2014

* ON THE JOB TRAINING PROGRAM (O.J.T)

*Position Held:* Clerical Assistant

*Location:* Siparia Regional Corporation (P.I.R.O Office)

*Period Worked:* 01st July 2014- 01st July 2016

HOBBIES:

* Music
* Movies
* Reading

REFERENCES:

1. Anderson Rambocas

Agostini’s Marketing

Contact NO.: 367-6755