22nd October, 2016

Dear sir /madam,

I am applying for the position of grocery attendant/replenisher within your organization. I am honoured to have the opportunity to do so and ask that you review my qualification and skills.

My education and experiences, also my strong willed spirit would no doubt be an asset to your company. These are some of the skills I can bring to your company

* Excellent communication skills
* Willingness to develop in related fields
* Team player
* Self starter
* Innovation
* Interpersonal

I will welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 333-7677 or by e-mail at [cristin.dacosta@gmail.com](mailto:cristin.dacosta@gmail.com). I have enclosed my curriculum vitae for your review and look forward to hearing from you.

Sincerely,

Cristin Da Costa

**Career Objective**

Seeking a rewarding and demanding position of replenisher in a progressive company, using hospitality and customer service skills to achieve the highest level of customers’ satisfaction.

**Education**

Palo Seco Government Secondary School

2000-2005

O’ Levels**:**

Mathematics-111

English Language-1

English Literature-111

Agricultural Science-111

Social Studies-11

Integrated Science-11

Principles of Business-111

**Qualifications & Skills**

Computer Literate

Proficient with Microsoft Office- Word, Excel, Power-point, Project, Access and the Internet

Knowledge of all relevant computer applications

**Core Competencies/ Personal Qualities**

Excellent written and communication skills

Positive team player who is self motivated and supportive

Good customer service skills; ability to work directly with others

**Professional** **Experience**

**Sport world Limited**

Customer Service Representative

May2014-December2014

**Siparia Regional Corporation**

Pest Control Unit

Pest control officer

January 2012-June2013

March2006-September2006

Responsibilities include

* Completing daily reports
* Performing for and/or working directly with the public
* Documenting and Recording information
* Processing Information
* Training and Teaching the public

**References**

1. Mr. Hudson Phillip

#62 Sandpit Fyzabad Branch Road

Pest Control Unit Co-ordinator

Siparia Regional Corporation

868-704-1927

1. Mr. Fitzgerald Mc Arthur Jeffery

Member of Parliament

La Brea Constituency

868-313-3858