|  |  |
| --- | --- |
| Tenika griffith |  |
| #305 15th Street, techier village, point fortin |

To whom it may concern,

I am pleased to apply for the front desk position in your establishment. I am very warm, friendly, and cooperative, and I work very well both in teams and on my own. I am a dedicated, diligent and open-minded individual who is willing to work to the best of my ability. To add to these qualities, I am both task oriented and goal oriented; qualities that are vital for efficient and effective output in any field of work.

It is without uncertainty that I will add significant value to what already exists in your establishment, while achieving personal development simultaneously. Thank you for considering my application. I do look forward to your timely and favorable response.

Faithfully submitted,

Tenika Griffith.

QUALIFICATIONS

**A – LEVELS**

Biology I - II

Biology II - II

Communication Studies - II

Caribbean Studies - III

Geography I - II

Geography II - III

Chemistry I - IV

Chemistry II - III

**O – LEVELS**

Mathematics – II

English A – distinction

English B – distinction

Social Studies – distinction

Biology – distinction

Chemistry – II

Physics – II

Principles of Business – II

Geography – II

**WORK EXPERIENCE**

Camp Facilitator,

Camp V.Y.B.E 2015,

Ministry of Gender Youth and Child Development.

(July)

Camp Facilitator,

Camp V.Y.B.E 2014,

Ministry of Gender Youth and Child Development.

(July)

Cashier,

JTA Supermarkets,

Cross Crossing,

San Fernando.

(July - August and December, 2012)

Camp Facilitator,

Camp V.Y.B.E 2011,

Ministry of Sport and Youth Affairs.

(July)

**REFERENCES**

Kelvin George

Assistant Youth Development Officer,

St. Patrick West District,

Ministry of Sport and Youth Affairs.

Office contact: 648 - 6211

Personal Contact: 333 – 2856 / 333 – 9371

Home address: #13 Hillcrest Drive, Point Fortin.

Julius Wilson

Productions Operator,

Point Fortin

Trinmar Limited.

Manager,

NGC La Brea Nightingales Steel Orchestra.

Personal Contact: 783 - 5057

Home Address: #17 High Road, La Brea.