

To whom this may concern

I hereby apply for the Cashier’s position or any other position for which my qualifications deem me fit.

I am presently on leave from the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT) where I am pursuing a Bachelor’s Degree in Management and Entrepreneurship due to having my second child. I previously attended Open Bible High School where I obtained seven (7) O’ level subjects including Mathematics and English Language. I am computer literate having covered Information Technology privately. If given the opportunity to join your team I would be an asset to your establishment.

Details of my training and experience are included in my resume which is attached. However should you require further information, I would be willing to oblige. Also, I can be contacted at the number quoted above.

Thank you for your kind consideration.

I am,

Yours respectfully,

Ariel Diaz

PERSONAL INFO: D: O: B: 01-09-1995

Nationality: Trinidadian

EDUCATION: Open Bible High School 2007-2012

PRESENT University of the West Indies –

A Certificate in Social Work

Part/Time

SUMMARY OF QUALIFICATIONS: English - Grade (1) One

Mathematics - Grade (2) Two

English Literature - Grade (2) Two

Social Studies- Grade(2) Two

Caribbean History – Grade(3)Three

Principals of business - Grade (2) Two

Office Administration –Grade(3) Three

Computer Literacy Course-

Basic Word Processing

Basic Spread Sheet Development

PREVIOUS EMPLOYMENT

March 2015-Current Mail Room

San Fernando Supreme Court

Harris Street, San Fernando

(OJT) Office Assistant

Part/Time 2012-2014 Open Bible Institute of Theology

20-24 Ruth Avenue,

Les Efforts West,

San Fernando.

Administrative Assistant

March 2013 - April 2013 Toy Mart

Gulf City Mall

Sales Clerk

October 2012 –January 2013 Golconda ECCE Centre

Office Assistant

O.J.T Program

Part/Time Sep 2007-Present TARD SOLUTIONS

Position Held:

Data Entry Clerk

August 2012 Aims Daycare and Nursery

Position Held:

Child Care Assistant

Dec 2010 Extra Foods Super Market

Position Held:

Front Desk Receptionist/ Counter Steward

REFFERENCES

Arnold Soogrim

Counsellor

Marabella East

Past Teacher

Open Bible High School

467-5027

Pastor Micheal Mehilal

Pastor

Ste.Madeline Open Bible

680-1067