**2016 July 25th**

**Ms. Alisha James**

**#135 Eastern Main Road**

**TACARIGUA**

**Cell No.:469-8858**

**333-9003**

**RE: APPLICATION FOR JOB INTERVIEW**

**Dear Sir/Madam,**

In an attempt to expand my knowledge in the field of work and build a great career, I am

applying to your establishment for a position that is commensurate with my qualifications.

I believe that I am a suitable candidate since most of my working career has been in the customer service environment therefore, my skills are well equipped in dealing with customers. However, my skills are adaptable and may be an asset to other areas as well such as documenting, filing & sorting information and much more.

Enclosed is my resume that will provide you with my work experience, character and various abilities.

Please contact me at your convenience if you need more information regarding my credentials.

Thank you for accepting my application.

**Yours sincerely,**

**.......................................**

**Alisha Shalini James**

**RESUME**

**OF**

**ALISHA JAMES**

#135 Eastern Main Road

TACARIGUA

Cell. No.:1(868)469-8858

Marital Status: Single

Date of Birth: 1996 November 20

Email: [alishajames96@gmail.com](mailto:alishajames96@gmail.com)

Education Year

Tacarigua Presbyterian School - 2001 - 2009

St. Joseph Convent, St. Joseph School - 2009 - Present

**Qualifications** Year

CSEC Secondary Education Certiificate

Mathematics - Grade 2

English A - Grade 2

Spanish - Grade 2

Biology - Grade 3 - January 2014

CSEC Secondary Education Certiificate

Mathematics - Grade 1

English A - Grade 1

English B - Grade 1

Chemistry - Grade 1

Physics - Grade 2

Spanish - Grade 3

ADD Maths - Grade 3

Biology - Grade 3 - June 2014

CAPE Secondary Advance Education Certiificate

Biology - Grade 4

Chemistry - Grade 3

Communication Studies - Grade 3

Pure Mathematics - Grade 5 - June 2015

Certificates Year

Gymnastics - 2006.06.19 - Teamwork Gymnastics Club

Safe Swimmer 3 - 2005.06.15 - Eastern School of Life Saving

Junior Life Saver 4 - 2009.06.09 - Eastern School of Life Saving

Computer Literacy - June 2009 - National Energy Skills Centre

Microsoft Word - October 2011 - National Energy Skills Centre

Self Development

Training Programme - 2013.08.14 - PECU Credit Union

Junior Achievement - 2013 - Junior Achievement Trinidad &

Tobago

RBC Young Leaders - 2013 - RBC Financial (Caribbean)

Limited

Cooking for Teens Course - June 2015 - Crowner’s Culinary Institute

Community Services - 2016 - Emperor Valley Zoo

J Care Geriatric Home

**References**

Mr. Steve Kistow - S. Kistow Engineering Limited

Phone No.:1-868-646-3852

Mrs. Theresa Marquis - Port Authority of Trinidad &

Tobago

Phone No.:1-868-292-3131

Ms. Lynn Wiltshire - Ministry of Works & Transport Phone No.:1-868-780-2715 /

1-868-643-3028

Mrs. Christine Sahadeo - Lecturer

The University Of The West

Indies

Phone No.: 1-868-663-6681 /

1-868-662-6940