Ruth James

#47 Royal Road

San Fernando

30th November, 2016

Human Resource Manager

DearSir/Madam

I am applying for the position as a Cashier at your company or any available position in the respective department. I wish to be considered for the position because it will be the ideal position for me because I will enjoy working in this field to provide a great service towards people and your company.

I would like to thank you for accepting my application. I hope you do consider my application for this position and I also have the pleasure in enclosing my curriculum vitae.

I look forward to making a contribution to your company. I am available for an interview at your convenience and I thank you for this opportunity and I look forward for an early response.

I can be contacted at 318-5098

Yours faithfully

Ruth James

….…………………….

ruth james

47 Royal Road

San Fernando

Ruth.james244@gmail.com

**SKILLS & ABILTIES**

* Customer Service Representative
* Computer Literacy
* Good Communication Skills
* Good Interpersonal Skills
* Leadership Skills

**Education**

Lengua Presbyterian Primary School 1979-1986

Barrackpore Junior Secondary School 1986 – 1989

Barrackpore Comprehensive School 1989 – 1993

**CXC O’ Level**

* English Grade 3
* Mathematics Grade 3
* Social Studies Grade 2
* Integrated Science Grade 4

**Other qualifications**

1993 Computer Literacy Grade A

2003 YTEPP Cookery Course

First Aid Course

2006 Project Management Couse

UWI

OSHA Certificate

2012 PracticalAccounting Grade B

**WORK EXPERIENCE**

Pastry Attendance: Tobago Baking Service

Assistant Manager: Mont Gomery Apartments

Checker\ Secretary: Campbell Contruction

Customer Service Representive: Kfc

Shift Supervisor: Kfc

Home Delivery coordinator Kfc

Merchandiser

**Hobbies**

* Reading
* Sewing
* Hiking

**REFERENCES**

Weslyn Nickels

Asst Manager

754-1971

Carl Rodney

SouSou lands Tobago

Carl Rodney Contractor’s

290-8144