The Human Resource Manager,

Date: 20/12/2016

Dear Sir/Madam,

I have enclosed a copy of my resume, with the hope that you consider my qualifications, and in turn, permit me to meet with you, so that we may discuss how I can be of benefit to your establishment. I am willing to be appropriately trained in an area that will benefit your company. As such, I am seeking to enter a respectable company such as yours, where I can learn about the business world and earn valuable experience that will help me to realize and further both my career and personal goals.

I look forward to hearing from you soon.

Thanking you in advance.

Respectfully yours,

………………………………………….

Rehanna Rahim

REHANNA RAHIM

#10 Satar Street, Aranguez, San Juan, Trinidad and Tobago, W.I. Telephone: Mobile: 322-0148, 770-5923 E-mail: rahimlisa@yahoo.com

OBJECTIVE

To become an integral part of your organization whilst developing myself and putting to use my education and experience.

EXPERIENCE

Hand Arnold Limited

June 2014 to November 2014.

Bryden Pi Limited

February 2015 to October 2016

Education

2000 to 2003 Barataria Junior Secondary School

Caribbean Examination Council

· Mathematics

· Agricultural Science

· English Language

· English Literature

· Social Studies

REFERENCES

Mr. Chrisendath Dulam

Entrepreneur

Telephone: 297-3318/674-9038

Ms. Lee-anna Paul

Supervisor

Telephone: 705-8859