Dear Sir/ Madam

I am an ambitious youth eager to gain job experience. I consider myself to be an asset to any organization/institution as I possess the work ethic that most organizations seek from employees. A dynamic, disciplined and diligent employee is an employer’s dream. I take pride in everything I do and I’m certain I will exceed your expectations.

Enclosed I have a detailed Résumé, thanking you in advance for your consideration.

Yours Respectfully

Alisha Forbes

Enc.

**OBJECTIVE**

To obtain an entry level position in your Company which is based on superior service, consequently being able to apply the power of my knowledge and to gain experience in the working environment.

**SUMMARY OF EDUCATION**

* Chaguanas North Secondary School 2012-2014

CXC Certificate Advanced (Unit Two)

1. Chemistry
2. Biology
3. Environmental Science
4. Caribbean Studies

CXC Certificate Advanced (Unit One)

1. Biology
2. Environmental Science
3. Communication Studies
4. Chemistry

* Union Claxton Bay Secondary School (Continuation Classes) 2012

CXC Certificate General

1. Chemistry
2. Biology
3. Geography
4. Social-Studies
5. Human and Social Biology

* Gasparillo Secondary School 2006-2011

CXC Certificate General

1. Mathematics
2. English Language
3. English Literature

**Job Experience**

* Market Facts and Opinions – Field Interviewer (Temporary 2014)
* Bishop Anstey High school east – Lab assistant ( April- August 2016)

**INTERESTS AND HOBBIES**

* Vice President of Environmental Club – Chaguanas north Secondary school
* Secretary of Student Council – Chaguanas north Secondary school
* Peer Mediator – Gasparillo Secondary school
* Member of the Rotary Club (Point-a-Pierre) – Gasparillo Secondary school

**REFERENCES:**

* Ms. Andrea Haynes
  + Contact number : 1-868-349-3810
* Mrs. Celia Orosco
  + Social Worker – Eric Williams Medical Sciences Complex
  + Contact number : 1-868-746-7072