RAVINA BRIDGELAL

# 17 Piarco Old Road Red Hill, D’abadie | 345-7445 | ravinasalishabridgelal@hotmail.com

1st January, 2017

Dear Sir/Madame,

I Ravina Bridgelal, would like to be considered for employment within you fine establishment. I am student at UWI and therefore prefer working on the weekends and I am ready to work efficiently to add to your prestigious organization.

I have excellent communication skills which I firmly believe will be an asset to your organization. Having successfully completed the World of Work program at the Institute of Finishing Elements conducted by Mrs. Catherine Gordon, I am competent and I understand the importance of proper work ethics and establishing the organization’s vision, mission and core values.

Attached to this cover letter, is a recent resume outlining the details of my educational qualifications and working experience. I am available at your convenience for any further information needed and I hope to be considered to work in your establishment. Lastly, I wish to thank you in advance.

Yours Respectfully,

Ravina. S. Bridgelal

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# Objective

I am a focused, determined and co-operative individual dedicated to achieving academic and professional excellence while participating in sporting activities and other projects. I work well in groups as well as individually and I am a quick learner. I am a university student seeking part time employment in your establishment in attempt to finance myself in obtaining my degree. At the position seen fit for me, where strong analytical skills and the ability to apply creative thinking is called upon, I am determined to do my very best in growing and developing as a holistic individual and most importantly to be a positive impact on your establishment.

# Education

## 2001-2008 El Dorado South Hindu School sea

## 2008-2013 bishop anstEy high school east cxc

CXC O’ LEVEL:

Mathematics - Grade 3

English- Grade 1

Principles of Accounts- Grade 1

Principles of Business- Grade 1

Information Technology- Grade 2

Human Social Biology- Grade 1

Social Studies- Grade 1

EDPM - Grade 1

## 2013-2015  BISHOP ANSTEY AND TRINITY COLLEGE EAST SIXTH FORM

CAPE A’ LEVEL:

Caribbean Studies Grade 1

Communications Studies Grade 1

Information Technology Unit One Grade 1

Information Technology Unit Two Grade 1

Management of Business Unit One Grade 1

Management of Business Unit Two Grade 1

Sociology Unit One Grade 2

Sociology Unit Two Grade 2

**2015- 2018 UNIVERSITY OF THE WEST INDIES ST AUGUSTINE**

CURRENTLY PERSUING A BACHELORS DEGREE IN LAW (LLB)

**~**CURRENTLY ASECOND YEAR STUDENT

# Experience

July – August 2013 Kall Company Limited PIARCO

**TENDERS DEPARTMENT ASSISTANT**

* Preparing Tenders
* Tender Copying
* Printing and Binding Drawings
* Filing

# References

# Mrs. Shinelly Swan Head of Sixth Form

# Bishop Anstey and Trinity College East Sixth Form

# #1 College Avenue Trincity

# 640-8685 Extension 1810

# Ms. Crystal Cassie Head of Management of Business and Economics Department

# BATCE 6th Form

# 774-3912