Dear Sir/Madam,

I wish to be considered as an applicant for the position of a cashier at your supermarket.

I have successfully graduated as an O’ Level student. I am convinced that I will be a valuable asset to your supermarket by providing excellent customer service. I am also interested in working alongside other professionals who can lead their expertise to develop my experience and add to my resume.

My belief is that you would find me trustworthy, dedicated, efficient, disciplined and hard working. I am fervent to make a constructive contribution to your company should I be given the opportunity.

Below is my resume that highlights my knowledge. I am accessible upon your invitation to share with you any additional information you may require in making a comprehensive decision. I greatly appreciate your time and consideration of my request.

Yours respectfully,

Ms Fatima Khan.

**Personal Information**

Date of Birth: 11th October 1996

Sex: Female

Nationality: Trinidadian

**Educational Information**

Palo Seco Secondary School [2008- 2013]

CXC Ordinary Level:

English A……………………………………………………………………….Grade 2

English B……………………………………………………………………….Grade 2

Information Technology……………………………………………….Grade 3

Integrated Science………………………………………………………..Grade 2

Principles of Accounts…………………………………………………..Grade 3

Principles of Business……………………………………………………Grade 2

**Work Experience**

Worked as a cashier at Medford on the Flyover located at Endeavour Chaguanas.

**Interest and activities**

Cooking

Interacting with people

Learning new skills

**References**

1) Ms. Deann Taylor

Supervisor

Medford on the Flyover

Contact: 672- 4633

2) Ms. Kavita Nanlal

Teacher

Palo Seco Secondary School

Contact: 783-8308

3) Ms. Hazel Johnson

Teacher

Palo Seco Secondary School

Contact: 312- 2824