#24 Macathurii Drive,

Couva North Gardens,

Couva

462-4810/493-5615/335-1651

January 06, 2017

Massy Stores

Head Office,

Human Resource Department,

39A Wrightson Road,

Port of Spain,

Trinidad,

West Indies

[recruitment.tt@massystores.com](mailto:recruitment.tt@massystores.com)

Dear Sir/Madam,

                        I hereby submit my application for the job vacancy perishables attendant as advertised by your company. I am currently enrolled as a student of the University of the West Indies where I am pursuing my Bachelors of Science in Information Technology. I consider myself a friendly, hardworking, committed, cheerful, tenacious, assertive and loyal individual that will be a very great asset to the company. I love learning new concepts and procedures and can adapt easily and quickly to any environment. I welcome any new challenges and view them as part of the growing experiences in life. I will strive to do the best at whatever I do and count it a privilege to offer my services to the mutual benefit of the company as well as myself.

 If my application is accepted I will dedicate my energy, ability, skills and talents for the mutual benefit of your company and myself. I would like to thank you in advance for your kind consideration.

Yours Respectfully,

Celine Leid

Name: Celine Leid

Date of Birth: April 05, 1997

Address: #24 Macathurii Drive Couva North Gardens Couva

Telephone: 462-4810/493-5615/335-1651

Health: Good (no allergies)

Education: El Dorado West Secondary School (2009-2014)

                  St. Augustine Secondary School (2014-2016)

Qualifications: CXC O’ LEVEL

English  2

Electronic Document Preparation and Management 1

Economics 2

Mathematics  2

                        Principles of Accounts 2

                        Principles of Business   2

                        Social Studies   2

Visual Arts 3

Cape A ‘Level

Accounting 2

Communication Studies 3

Management of Business                          3

Skill: Command of Microsoft Word, Excel, Database, PowerPoint and Access

Activities: Peer Support Helper, Sagicor Visionaries Challenge, JRW Foundation Volunteer

Experience: Cashier and Server, Yi Hing Chinese Restaurant (April 04, 2016 – Present)

References: Miss Carrington- (Vice Principal St Augustine Secondary School 764-7783)

Miss Mickel Nicholas- (Public Relations Officer of the JRW Foundation- 310-0425)