**COVER LETTER**

Ext. 3 Red Brick Trace

South Oropouche

Trinidad

January 30, 2017

Massy Stores

39A Wrightson Road

Port of Spain

Trinidad

Dear Sir/ Madam,

I am applying for the position of receptionist/ clerkship (clerical) or any office job available. I have successfully completed my secondary education at the ASJA Girls' College, San Fernando, where I wrote the C-SEC examinations and attained Grade Is in Mathematics (distinction) Principles of Business (distinction), English A and Food and Nutrition. Grade IIs in English B, Spanish and French. Grade IIIs in Biology and Caribbean History.

I am currently pursuing a Bachelor’s of Education Degree at UWI- ROYTEC (UNB)(part time). I have a track record of being a very hardworking, disciplined, and dedicated person to whatever I do. I am willing to work hard in meeting your customer standard that your respective business organization has established worldwide. I sincerely look forward to working with your establishment and being part of your work team. I am available for interview anytime. Please contact me @ 18683788464 or email aleema0123@yahoo.com. Thank you for your much appreciated attention and time.

Job Applicant,

Ms. Aleema Abdullah

**RÉSUMÉ**

ALEEMA ABDULLAH Ext. 3 Red Brick Trace

South Oropouche Otaheite Trinidad

1-868-378-8464 aleema0123@yahoo.com

Position Desired Clerk/ Receptionist/ or any office job available.

Education **University of the West Indies- ROYTEC (University of New**

**Brunswick Canada): Bachelor’s of Education (2015-2019)**

Courses completed at the University thus far:

English, Mathematics, Geography, Psychology, Philosophy/

Sociology, Science, Literacy, Information Technology and

Counseling

ASJA Girls’ College, San Fernando (2010-2015)

**9 C-SEC (2015) passes:**

Mathematics (distinction), Principles of Business

(distinction), English A, Food & Nutrition, (GRADE I’S),

English B, Spanish and French (GRADE II’S),

History and Biology (GRADE III’S).

**O- LEVELS G.C.E (2015):**

Grade C PASS Islamiyat

Employment History (2015) Assistant teacher at Point Fortin ASJA Primary.

References Mr. Christopher Fernandez @267- 6809

Mr. Rasheed Shah @689-5469