Dear Sir/Madam,

I am writing to express my interest in any available clerical/administrative position at your firm.

It would be an honor to get the opportunity to become a member of your work team, as it will be a great opportunity for me to acquire additional work experience, utilize my skills and gain other skills. I am a successful team worker and I can even do well by myself.

I am an ambitious, intelligent and a patient young individual that will be quite open to corrections to ensure that I become a great employee and I believe that my skills will be a great asset to your firm.

My qualifications and other personal information are included in my attached resume.

I do look forward to a favorable response.

Yours respectfully,

Shermika Maturine

**Objective**

To succeed in an environment, grow in excellence and do a job which provides me with satisfaction and self-development to help me to achieve my full potential.

**Education**

**Currently – Private Tutor**

* Mathematics (Upcoming exams in January 2017)

**Sept. 2008 – June 2013 - South East Port of Spain Secondary**

**CXC O’ Levels Examination**

* Food and Nutrition Grade 2
* Musical Arts Grade 3
* Social Studies Grade 3
* Principle of Business Grade 3

**January 2014 - Manzano’s Educational Revision Institute**

**CXC O’ Levels Examination**

* English Language Grade 3

**Sept. 2003 – July 2008 - St. Rose’s Girls RC School**

**Skills & Qualifications**

**2012 - South East Port of Spain Secondary**

* Music Theory 1 Grade 1
* Music Theory 2 Grade 2
* Music Theory 3 Grade 2

**2012 - University of the West Indies (UWI)**

* Pan Minors Scholarship Programme Grade 2

**Skills Summary**

* 5 years’ experience in the Merrytones Steel Orchestra Symphony Band
* Introduction - Microsoft Word, Excel and PowerPoint.

**Work Experience**

S Chang Variety Store December, 2011 - January, 2011

Store Associate (Part Time)

Charlotte Street

Port of Spain

Rituals Coffee House August, 2014 – May, 2014

Sales Associate/Team leader position

Nicholas Towers

Independence Square

Port of Spain

Digicel Group Company August, 2014 to current

Corporate Call Agent

#12 Ansa Centre

Maraval Road

St Clair

**Activities & Interests**

* Playing musical instruments
* Culinary Art
* Hair Dressing

**References**

***Ms. Odessa Vincent-Brown***

***Music Teacher***

South East Port of Spain

Nelson Street

Port of Spain

Cell: 868-682-3329

***Mrs. Joann Burgess***

***Information Technology Teacher***

South East Port of Spain

Nelson Street

Port of Spain

Cell: 868-797-2655