12th April, 2017

Human Resources Manager

Marabella Branch

Dear Sir/Madam

I am writing to you regarding your company’s Customer Service Representative or any available position you may see fit.

My previous position as a Customer Service Representative at Nigel R Khan Booksellers and Burger King has taught me the importance of clear communication and customer service. I have received excellent performance evaluations from my peers and seniors and I have been recognized by them for my contribution towards my department success.

I have the following skills and abilities which distinguishes me for the position.

* Competent level with Microsoft Office
* Ability to Multitask
* Customer Service Oriented

I believe I can make a valuable contribution to the efficiency and success of your organization and I look forward to meeting you for an in-depth discussion.

Thank you for your time and consideration.

Sincerely,

Teneisha Russel

**Teneisha Russel**

**#5 Bacchus Avenue, St Margaret’s Village**

**Teneisha06@gmail.com**

**1868321-5946, 659-2731, 764-2710**

**OBJECTIVE:**

My goal is to become associated with your company where I can utilize my skills and gain

further experience while enhancing the company’s productivity and reputation.

**EDUCATION:**

**SCHOOL**

COSTAATT (2nd Year student) (2013-present)

**COURSES COMPLETED**

Principles of Marketing Leadership and Ethics

Principles of Microeconomics Principles of Management

Principle of Macroeconomics Fundamentals of Accounting

Communication in the Workplace Business Orientation

**CXC ORDINARY LEVEL**

**Barataria North Secondary School**

**Subject Proficiency Grade**

English A General THREE(III) English B General THREE(III) Social Studies General THREE(III) Principles of Business General THREE(III) Principles of Accounts General THREE(III)

**WORK EXPERIENCE:**

**Global Marketing Enterprises Ltd**

Position: Packer

Period employed: July 2016- January 2017

**Burger King**

Position: Cashier/Customer Service Representative

Period employed: March 2015- July 2015

**Nigel R Khan**

Position Held: Customer Service Representative

Period employed: January 2015-March 2015

**Linda’s Fresh**

Position Held: Food Prep

Period employed: 1 Year

(January 2013- December 2013)

**OTHER ACHIVEMENTS:**

**Basic Computer Literacy** Grade A

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Access

**REFERENCES:**

Name: Mrs. Kathleen Lopez

Telephone Contact: 1 868 384-0652

Name: Thania Mohammed

Telephone Contact: 1868 325-8206

Name: Sharon Francios

Telephone Contact: 1 868 361-5418