St. Augustine

Trinidad and Tobago

May 12, 2017

The Human Resources Department

Massy Stores

Chaguanas

Trinidad

Dear Sir/Madam

I am here by applying for any available post or internship in your organization.

I am a CARICOM student and currently studying at the University of Trinidad and Tobago in the evenings from 5:30pm to 8:30pm. I know this may be a little challenge but where possible I would appreciate your consideration as I seek to ensure my fees are secure or adequate to start my final year.

I would appreciate you contacting me for an interview or any post you can give to assist, I would be thankful.

Yours truly,

Vincent Richards

Vincent Richards

St. Augustine, Trinidad and Tobago

Telephone: 4788531, Email: contactrichards@gmail.com

**PERSONAL DATA**

Date of Birth: September 4, 1980

**EDUCATION/QUALIFICATION**

2016 -Present University of Trinidad and Tobago (5:30 pm – 8:30pm)

Present Trinidad CSME Certificates

**PROFESSIONAL EXPERIENCE**

Royal Academy Trinidad (2016 – 2017) Part Time (Now down to Monday only)

Webpage Design Company (2007) Webpage Designer

* Webpage design with Dreamweaver and HTML

Overseas Examination Council Warehouse (2006) summer Script Storeroom Assistant

Jamvat Program (2005) NYS Head Office Summer Database Assistant

* Updated and manipulated the Summer Program database using Excel.

University of Technology Work and Study (2004) Front Desk

Courts Furniture Store (2003) Summer Warehouse Assistant

* Load furniture on vehicles, pack warehouse supplies and clean

**HOBBIES**

* Reading
* Physical exercise
* Listening to music

# Special Skills

1. Electronic Accounting in Peachtree
2. Desktop Publishing
3. Webpage Design
4. Java and C Programming