Shernice Torres

#319 Southern Main Road,

Montrose,

Chaguanas,

Trinidad and Tobago, W.I

23th April, 2017

To whom this may concern,

As per the advertisement, I would like to apply for the post of a member of Massy Stores Trinidad and Tobago. I have attached my resume for further attention and consideration.

I am currently in my first year and pursuing my Bachelors of Law degree. Although my resume does not contain a lot of work experience however I am ready and willing to be a participant of this organization. Hard work, perseverance and consistency have aided me and I am a strong believer that it will do so in the future as well. I believe that I am well equipped and ready to rise to this occasion and take advantage of this opportunity.

Enclosed is a copy of my resume. Thank you for your consideration. I look forward to receiving your reply.

Yours Respectfully

Shernice Torres.

**SHERNICE TORRES**

#319 Southern Main Road, Montrose, Chaguanas

Tel #: 713-5536 / 672-2235

E-mail Address: [shernice.torres@gmail.com](mailto:shernice.torres@gmail.com)

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**Profile:** I am a self-motivated, results-oriented university under-graduate seeking an opportunity for the further development and advancement of my career. I work well independently or as a team member. I am also a fast learner and able to complete any task that is delegated to me. I also excel well in a fast paced environment and possess effective oral and written communication skills.

**EDUCATION:**

**2016-Present:** Pursuing a Bachelors of Law Degree

**2014-2016:** HOLY NAME CONVENT PORT OF SPAIN

* CAPE CERTIFICATE UNIT 2

Accounting Unit 2 Grade 1

Spanish Unit 2 Grade 1

French Unit 2 Grade 1

Caribbean Studies Grade 1

* CAPE CERTIFICATE UNIT 1

Accounting Unit 1 Grade 1

Spanish Unit 1 Grade 1

French Unit 1 Grade 1

Communication Studies Grade 1

**2009-2014**: HOLY NAME CONVENT PORT OF SPAIN

* Spanish Grade 1

French Grade 1

Principles of Accounts Grade 1

Chemistry Grade 1

Biology Grade 1

English Literature Grade 1

Mathematics Grade 1

English Grade 1

**SKILLS**

* Team player
* Great communication skills
* Great with numbers
* Competent at Microsoft Office Word
* Competent at Microsoft Power Point

**WORK EXPERIENCE**

Employer’s Name: Ministry of Education

Position: Runner

Summary of Position: To work alongside a team to competently and in a timely manner ensure that all NESC exam scripts were accurately corrected by the relevant staff.

**REFERENCES**

1. Ms. Anges Giddings 2. Ms. Nicola George

Retired School Teacher Lawyer

Cumberbatch Street Christ Church,

Chaguanas Barbados

665-5749 12462646612