Dear Sirs,

I am writing in an attempt to gain employment as a sales associate. As stated on the header I am 22 years of age and completed both ordinary and advanced level education. Over the past two years, I have been able to gain first -hand experience in sales (over the counter and financing), customer relation and I have also gained key knowledge in how to be of the utmost assistance to administration.

I have developed a number of techniques which equips me for a fast paced environment and also allows me to minimize mistakes when multitasking. I am a hard working honest individual with a passion for sales and marketing. I would like to purse tertiary level certification in marketing in the future. I would like to thank you for the consideration given to my application. I look forward to hearing from you and am willing to attend an interview when convenient to you. I can be contacted via cell phone or email as stated above. Thank you.

Kind regards,

Nicole Nanan

Objective: To gain employment as a sales associate at your organization.

Educational Background:

* Completed Ordinary Level education at ASJA Girls’ College Charlievile ( 2006-2011) and obtainein d the following grades:
* English 1
* Mathematics 2
* Biology 2
* Chemistry 3
* Physics 3
* English B 2
* Information Technology 2
* Additional mathematic D
* Completed Advanced Level education at Chaguanas North Secondary school ( 2011-2013) and obtained the following grades:
* Communication Studies 1
* Chemistry 4
* Biology 5
* Pure Mathematics 5
* Caribbean Studies 3

Work Experience:

* Clima Cool LTD – Secretary/ Sales representative. ( August 2014 – August 2015 )

I had the following responsibilities:

* Over the counter sales of air conditioning units and parts.
* Collection of moneys from overdue customers.
* Making appointments for servicing, installing and repairing air conditioning units.
* Document filling and retrieval.
* Banking, inventory and some payrolls.

Giving the CEO a notice two weeks in advance, I left the job to pursue my degree fulltime.

* D& D Auto World LTD : Administrative Assistant/ Sales representative ( May 2016- October 2016)

I was responsible for the following:

* Sales of vehicles ( cash or by financing)
* Book keeping for vehicles sold or down payments that were made.
* Wire transfers for the importation of vehicles.
* Some time sheets, NIS and pay slips.
* Stock Taking which was done on a weekly basis.
* Generation of invoices for customers.
* Maintaining and updating accounts using Peachtree.
* Filling documents for cars being imported, vehicles being registered at Licensing Office.
* Maintaining communication between customer, loan officers, managers and supervisors.
* Maintaining Website by adding or removing new and sold vehicles respectively.
* Working with load officers from a number of Financial Institutions for customers’ financial approval.