Neressia Friday

22 Zircon Drive,

Union Hall Gardens,

San Fernando..

Dear Sir/Madam

***Application for position at your firm***

I write to seek employment at your organization in an area suitable to my qualifications. I am currently a student in the Faculty of Social Sciences, Department of Economics pursing a BS.C in Economics at the University of the West Indies, St. Augustine Campus. I have entrepreneurial experience and participated in many volunteer programs. I was a school prefect which allowed the development of leadership skills and believe that I can be an asset to your organization while gaining experience from your esteemed organization. If given the opportunity I will strive to excel in any area you find suitable. My resume will give details of my qualifications and my experience.

Thank you for your time and consideration and I look forward to your feedback

Sincerely,

Neressia Friday

NERESSIA TAMaRA DONNA FRIDAY

22 Zircon Drive,

Union Hall Gardens,

San Fernando.

1(868)-344-0034

[nerefri1@live.com](mailto:nerefri1@live.com)

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| --- | --- |
| Objective | Interested in employment at your organization as an asset with the intention to gain professional working skills and experience. |
| Experience | Election and boundaries commission September 2015  Employed as a Green Line Poll Clerk on the 7th of September, 2015 during general elections. |
| Education | **UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE (2016-present)** Currently pursuing : Bachelors of Science in Economics **HOLY FAITH CONVENT PENAL, CLARKE/ LACHOOS ROAD PENAL (2014-2016)** Obtained four (4) UNIT 1 CAPE passes:  **SUBJECTS GRADE**  ECONOMICS TWO  MANAGEMENT OF BUSINESS TWO  ENTREPRENEURSHIP TWO  COMMUNICATION STUDIES TWO  Obtained four (4) UNIT 2 CAPE results:  **SUBJECTS GRADE**  ECONOMICS TWO  MANAGEMENT OF BUSINESS ONE  ENTREPRENEURSHIP ONE  CARIBBEAN STUDIES TWO DEBE SECONDARY SCHOOL, M2 ring road debe (2009-2014) Obtained eight (8) CXC passes :  **SUBJECTS GRADE**  ECONOMICS TWO  MATHEMATICS ONE  ENGLISH A TWO  PRINCIPLES OF BUSINESS ONE  PRINCIPLES OF ACCOUNTS TWO  OFFICE ADMINISTRATION TWO  INTEGRATED SCIENCE TWO  ENGLISH B THREE |
|  |  |
| Skills & Abilities | **Managerial and leadership Skills-** Manages conflict; helps team members set and achieve goals; delegates effectively;  **Interpersonal Communication Skills**- Writes clearly and concisely, listens attentively, openly expresses ideas, negotiates/resolves differences, provides and asks for feedback, offers well-thought-out solutions, cooperates and works well with others, thrives in a collaborative environment; **Planning and Organizational Skills** -Thinks critically to solve problems; handles details, meets deadlines, plans and arranges activities; multitasks; **Musical Skill** – Plays Piano at the grade 2 and Grade 4 level practical and theory respectively. |
| Communication | Communicates well with leaders and team members. |
| Leadership | School Prefect 2015-2016  **Holy Faith Convent, Penal**  Class Captain 2014-2015  Class Prefect 2010  **Debe Secondary School** |
| References | Donna Forbes, W.A.S.A Manager  **1(868)-290-2053** |