St Lucien Road

Diego Martin

Dear Sir/Madam,

I am a graduate of Success Laventille Composite and Sixth Form Government (polytechnic institute) where I successfully completed my general and advanced secondary school education.

Therefore, I consider it a privilege to offer my services to your reputable company.

If my application is successful I will dedicate my energies, skills and talents for the mutual benefit of your firm and myself.

Please find enclosed my curriculum vitae.

Thanking you for your consideration,

Yours respectfully,

…………………..

Crissy Young.

**Curriculum Vitae**

**Name:** Crissy Young

**Address:** St Lucian Road Diego Martin

**Telephone Number:** 376-4005 / 629-8467

**Date of Birth:** 12th September, 1992

**Marital Status:** Single

**Mission Statement:** To enhance my understanding and knowledge of the position and to gain

experience in the word of work so that I may be able to apply my

knowledge meaningfully, contributing not only to my general

progress but also to the improvement of the organisation with

which I work.

**Qualifications:** **Success Laventille Composite 2005-2010**

CXC general proficiency

English grade 1

Mathematics grade 3

Principles of accounts grade 2

Principles of business grade 3

Social studies grade2

Integrated Science grade2

Information Technology grade4

**Sixth Form Government 2011-2013**

*CAPE A- level unit one*

Caribbean Studies grade 4

Management of business grade 5

Accounting grade 5

Sociology grade 5

**Unit two**

Communication studies grade 2

Management of business grade 5

Accounting grade 6

Sociology grade 5

**Delta Soft** – **computer training services**

Introduction to business software certificate

**Work Experience:** Kappa Drugs

Customer Service Representative

(July –August vacations)

* Customer Service Representative
* Packing Store

**The Ministry Of Finance**

Inland Revenue Division

Clerical Assistance

Six month contract January 19th till July 24th

* Mail room Staff
* Receiving tax forms
* Dealing with customers
* Data entry
* Processing

**Wonderful World**

Cashier/ Customer Service Representative

Aboutique Mall (September 16th 2015 - June 13th 2016)

* Receiving goods
* Transferring goods
* Cashing
* Customer Service
* Packing and Maintaining Store

**Activities:** Writing short stories and poetry, reading.

**References:** **Ms. Ana Cedeno**

Sixth form government school / Polytechnic Institute

622-2186 or 622-3103

**Ms. Lois**

Ministry of Finance

743-2359