Lp #3 Pascal Lane,

Jokhan Trace,

Carapo,

Arima.

Dear Sir or Madam,

I am interested in a position at your establishment that will help mould me into a hard working individual that can function efficiently in a work environment and further prepare me for the world of work.

I am enthusiastic about learning, loyal and a hard working individual who not only understands the value of taking the initiative but also the importance of being a team player. Along with my eagerness to excel, the experience and knowledge gained thus far will enable me to convert what has been learnt into a product of benefit to your organisation, and in return enhance my capabilities.

Acquiring this position would allow me the flexibility and scope to implement measures of transformation, growth and development that would undoubtedly make a positive impact on your organisation.

I have included in the attached sheets details of my qualifications and experience for your perusal.

I thank you for reviewing my application and look forward to a favourable response.

Sincerely,

………………………………

Joshua Duncan

*PERSONAL INFORMATION*

**D.O.B**: 24/01/1996 **Gender**: Male

**Religion**: Christian

*OBJECTIVE*

To attain a position that will enable me to utilize my acquired skills and educational background to best help the organization prosper as well as to gain valuable experiences that will enhance my competencies.

*SKILLS AND COMPETENCY*

* I would like to utilize my ability to work independently and as a team player as well as performing in a demanding environment with multiple responsibilities and schedules
* I also successfully completed the workshop “Classroom to Boardroom Polish” where I was taught key skills including business etiquette, deportment, ethics and workplace protocol, business dining skills as well as customer service excellence.
* I have gained leadership skills as a past member of my former school’s Honor Society and also a Prefect for two years.
* My former school’s motto is “selflessly Serving Our Community” and I did so by volunteering at the St. Mary’s homework centre for years where I tutored primary school students and helped with their homework. Furthermore, during my Caribbean Advance Proficiency Studies at Bishops Anstey and Trinity College East Sixth Form I volunteered at the Mt. Hope Children’s Hospital where I spent time on the oncology ward with the children at least twice a week.

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*Qualifications*

CSEC: Mathematics I *(with distinction)*

English II

Chemistry II

Biology I

Physics II

Geography II

Spanish III

Additional Mathematics III

Cape: Unit1: Communication Studies II

Biology I *(with distinction)*

Chemistry I

Physics I

Unit2: Caribbean Studies I *(with distinction)*

Biology I (*with distinction)*

Chemistry I *(with distinction)*

Physics II

*Educational History*

Trinity College East: *2008-2013*

Bishops Anstey and Trinity College East Sixth Form: *2013-2015*

*Contact Information*

Cellphone: +1 (868) 773 1869

Home: +1 (868) 237 3832

Email: joshuaduncan17@hotmail.com

*Work Experience*

GT Jewellery: 2013

* Customer Service/Sales Clerk which entailed assisting customers around the store in making decisions on their purchases.

Pennywise Warehouse: 2014

* Performed Deliveries and shipping

Ministry of the Attorney General: 2016

* Performed administrative work as a clerk 1

*Strengths*

My strengths include my ability to remain calm and focus in a demanding work environment. Additionally, to work cooperatively with my fellow co-workers in order to ensure the most efficient operations of the organisation

*Interests*

Football and Athletics

*References*

Mrs. Melanie Waldron – Former Geography Teacher at Trinity College East

Mrs. Nathesa Hagley – Head clerk at Ansa Mcal Company

Mrs. Young-Afoon – Former Chemistry Teacher at Bishops Anstey and Trinity College East Sixth Form.

Mrs. Swan – Physics Teacher and Head of Bishops Anstey and Trinity College East Sixth Form