June 14th, 2017

Human Resource Officer,

Massy Stores,

39A Wrightson Road, Port of Spain,  
Trinidad W.I.

Dear Sir/Madam,

I write with the humble intention of gaining employment within any department of your organisation which suits my qualification and experience. For the past two and a half years I have been employed as a Business Operations Assistant at Trinidad and Tobago’s Immigration Division Frederick street Port of Spain. Where I’ve been required to perform administrative and production duties inclusive of, printing passports, scanning and uploading soft copies of applications to the unit’s database, assisting Immigration officers with administrative duties in addition to pursuing my BSc in Psychology at the College of Science Technology and Applied Arts of Trinidad and Tobago. Both my educational background and work experience have granted me the initiative and capability to effectively deliver an extraordinary high standard of work as well as communicating positively with others within the work environment due to my Interpersonal skills. I also look forward to learning any additional skills and responsibilities that would be an asset to working with your organisation. Thus, being granted the opportunity of providing such significant service would allow me to depict the honest, reliable and industrious person I am, who, does not just strive for personal success but also toward the positive upliftment of any establishment to which I am affiliated. I sincerely thank you for considering my application.

Yours Respectfully,

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Lauren Paula Robinson

**Objective:**  To maintain employment within your business organisation, where I can use my

Exemplary skills, services and qualifications in this field to the best of my ability.

**Education:** College of Science Technology and Applied Arts of Trinidad and Tobago 2011

Upper Level Educational Institute 2011

Rafeek Memorial T.M.L Secondary School 2003 – 2008

**CXC:** Subject Grade

English A I

Mathematics III

Principles of Business II

Office Administration III

Social Studies III

Integrated Science III

**NESC:** Computer Literacy A+

**COSTAATT:** BSc Psychology Currently Pursuing

**Professional Experience:**

Trinidad and Tobago Immigration Division (Business Operations Assistant)

* Printing Passports
* Scanning Applicant’s Documents
* Assisting Immigration Officers

Unicomer (Trinidad) Limited (Accounts Department: Finance Clerk)

* Data Entry
* File Archiving
* Preparation of Costings and Other Financial Documents

Agostini Settlement K.P.A Primary School (Administrative Assistant)

* Photocopying
* Preparation of Letters and outgoing documents
* Attending Phone Calls
* Data Entry
* Registering Students
* Filing
* Meeting Preparations
* Stock Control

REFERENCES

Attorney Devvon C. Williams

Attorney-At-Law (Former Immigration Officer III)

Allum Chambers

Port-Of-Spain Trinidad

Tele: 1868(782-3716)

Devvon.williams@hotmail.com

Mr. Jeremy Singh

Immigration Officer III

Trinidad and Tobago Immigration Division

67 Frederick Street Port of Spain

Tele: 1868(624-3756) work / (709-0048)

Mrs. Nalini Singh

Teacher 1 Primary

Agostini Settlement K.P.A School

Lime Head Road, Chase Village, Chaguanas

Tele: 1868(672-6378) work / (769-0569) mobile

[nalinisingh21@yahoo.com](mailto:nalinisingh21@yahoo.com)