Chelsie Cox

17 Jack Street,

Marabella.

**To whom it may concern:**

I am writing this letter to express my interest in your vacant positions for cashiers. I am presently a student of the University of the West Indies (UWI), St Augustine, reading for a Bachelor’s Degree in Management.

I am eager to join your organization not only for my personal development but also to positively contribute to your organization.

On my resume attached, you will find my academic performance as well as my past professional experience.

I am looking forward to a response and I hope we will have a mutually beneficial relationship in the future.

Yours respectfully,

Chelsie Cox

**CHELSIE COX**

**Address:** #17 Jack Street, Marabella

**Contact:** 320-1702

**E-mail address:** [chelsiecox98@gmail.com](mailto:chelsiecox98@gmail.com)

**OBJECTIVE**

To obtain a working position within your organization to gain knowledge and new skills which will help me develop as an employee and make a positive impact on your organization.

**EDUCATION**

**University of the West Indies St. Augustine**

Bachelor of Science September 2016 - Current

Major: Management of Business

**Year I**

* Semester I :
* Introduction to Microeconomics: B
* Introduction to Statistics: A-
* Introduction to Financial Accounting: A-
* Science, Medicine and Technology in Society: A-
* Introduction to Management: Exempted
* Semester II
* Introduction to Macroeconomics: A
* Introduction to Cost and Management Accounting: B+
* Caribbean Civilization: B+
* Public Speaking and Voice Training: Pass
* Remedial Mathematics: Pass

**San Fernando Central Secondary School San Fernando**

* CAPE 2014 - 2016
* Management Studies
* Economics
* Sociology

**San Fernando Central Secondary School San Fernando**

8 CSEC Subjects May/June 2014

**WORK EXPERIENCE**

**HUC Construction Limited Secretary Marabella**

* Compile and file important business documents November 2014 - Current

**SNS Hardware Limited Sales Clerk San Fernando**

* Sold and billed customers for items purchased November/December 2015

**COMPUTER SKILLS**

Basic knowledge - Microsoft Word, Microsoft Excel and Microsoft Power point

**CO-CURRICULAR/VOLUNTEER EXPERIENCE**

* Track and field

**ADDITIONAL SKILLS**

Certificate in Public Speaking