Alicia Renee Mitchell

#10 Ramsaran Street, Broadway

San Fernando.

1868- 686-5072

20th June 2017.

General Manager,

Dear Sir/Madam,

I’m writing to express my interest as a cashier at Massy Stores. I’m currently pursuing my Bachelors Degree of Accounting at the University of the West Indies, St Augustine.

It would be a privilege for me to serve this reputable organization if successful. Based on my past work experience, I have learnt how to set goals and achieve them thus, having a proven track record of being able to conceive, develop and execute strategies. My strong influential skills coupled with my ability to work effectively, will be of immediate value to this organization. I am a sociable person who has a natural ability of talking to, and building relationship with all kinds of people. My core strengths include operating effectively in a fast paced dynamic environment and always being helpful.

I am available for an interview at any time and should you require any further information, then please do not hesitate to contact me. In the meantime, I thank you sincerely for taking the time to read my application and I look forward to an opportunity to speak to you in more detail regarding this position.

Sincerely,

Alicia Mitchell

Enclosure: Résumé

Alicia Mitchell

**Alicia R. Mitchell**

#10 Ramsaran Street Broadway, San Fernando

**Cell phone:** 1868-686-5072

**Email:** [Alicia.Mitchell20@yahoo.com](mailto:Alicia.Mitchell20@yahoo.com)

**OBJECTIVE**

To obtain a challenging position in an organization that will enable me to use my strong organizational skills, educational background and ability to work well with people. I am a team player who is honest and versatile and I also possess the ability to prioritize effectively to accomplish objectives with creativity, enthusiasm and humor.

**EDUCATION**

**University of the West Indies, St Augustine 2016- 2019**

B.Sc. Accounting

**Debe Secondary School 2009-2016**

CAPE

* Caribbean Advanced Proficiency Education- Five Subjects

CSEC

* Caribbean Secondary Education Certificate (CSEC)- Eight Subjects

**WORK EXPERIENCE**

**SuperPharm Retail Customer Service Associate July 2016- August 2016**

* Monitored, replenished and merchandised all stock levels.
* Provided assistance and advice about products and services to customers.
* Provided exceptional, friendly knowledgeable service to all customers.
* Cashed items at the point of sale.
* Maintained a clean working environment and assisted with housekeeping.

**VOLUNTEER EXPERIENCE**

* Debe Secondary School Business Lab **2013-2016**
* School Prefect **2014-2016**

**MEMBERSHIPS/ AFFILIATIONS**

* Debe Secondary School Debate club **2016**
* Debe Secondary School Environmental Club  **2016**
* Junior Achievement of Trinidad and Tobago **January-June 2013**

**SKILLS**

* Basic proficiency in Microsoft Office Word, Excel and PowerPoint
* Basic proficiency in Spanish

**AWARDS**

* Certificate of Completion of the Fundamentals of Customer Service Training **July 2016**
* Certificate of Dedication to the Business Lab **2016**
* Most outstanding Business Student **2014**
* The Maureen Subiah Deportment award **2014**
* Excellence in Principles of Accounts **2014**

References are available upon request.