Monday 26th June, 2017

#39a Wrightson Road

Port Of Spain.

The Human Resource Manager

Dear Sir/Madam,

I am writing to express my interest in employment as a cashier or any other I am qualified for within your organization. I recently completed a Bachelor’s degree in General nursing at the College of Science Technology & Applied Arts of Trinidad & Tobago (COSTAATT).I graduated from the college on 17th of November 2016. I wrote Regional Examination for Registered Nurses (RENR) on the 9th of October 2016, which I was successful; I am currently waiting on my nurse’s number.

Through my nursing education at the College of Science Technology & Applied Arts of Trinidad & Tobago (COSTAATT), I have acquired many skills such as effectively communicating with my patients and individuals. I am also passionate about nursing and self motivated. These skills, along with my compassion, team work, and patience, are what I offer as a registered nurse.

I would be honored and excited to be a part of your team and contribute my skills to your staff and patients. I welcome the opportunity to discuss this position in person at your convenience. If there is any additional information you would like me to provide, please feel free to contact me at the information above. Your time and consideration are greatly appreciated. I remain yours respectfully

Ornella Mannette-Felix

**Date of Birth:** 8th January 1990

**Marital status:** Married

**Nationality:** Trinidadian

**Education**: currently pursued a Bachelor of Science degree in Basic General Nursing, at the College of Science Technology and Applied arts of Trinidad and Tobago.

COSTAATT (2010-2015)

Corpus Christi College- (2005-2007)

Mucurapo Junior Secondary- (2002-2005)

St Agnes Anglican School-(1995- 2002)

**Qualifications:**

CXC: Mathematics grade 3

English grade 3

Principles of Accounts grade 3

Principles of Business grade 2

Office administration grade 2

Social studies grade 3

Human and social biology grade 3

Computer Literacy certificate

Food and Nutrition certificate

**Experience**: Clerical assistance- On the Job Training Programme ( 2007-2008)

Classroom Assistance- On the Job Training Programme (2008-2009)

Cashier at KFC- (2008-2009)

Geriatric Nurse- the Government GAP programme (2009-2010)

COSTAATT nursing Clinical at POSGH (2012-2015)

Nurse at Caring Hands ( June 2016-May 2017)

**Skill:** Computer Proficient

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Self-Confidence

Handling Pressure

Leadership

Creativity

**Hobbies**: Swimming, cooking, event planning , fishing, camping.

**References:** Russell Salcedo (Mr.) RN, CCN Nursing Instructor/ Coordinator College on Nursing Tel.: 730 8675