**#15 Mc Leod Trace, Freeport.**

**20/05/2017.**

**(868) 493-9811.**

To whom it may concern,

I am interested in any available positions as advertised online*.* My previous jobs as a Runner/Assistant (working under the Ministry of Education) and Poll Clerk (Elections and Boundaries Commission) enabled me to acquire skills that can be beneficial.

As a Runner some of the tasks include checking exam scripts and working alongside teachers which have allowed me to obtain a good understanding of the communication process, knowledge of the importance of teamwork and camaraderie. In addition, working as a Poll clerk included tasks such as checking poll cards, noting the consecutive numbers and issuing affirmations when needed. Due to this I have acquired good note taking skills and a greater understanding of the professional relationship between the worker and customers while also gaining some work experience. Furthermore, these experiences I have also acquired a zeal and passion for helping and serving customers in the best way possible and I would love to bring this to your company.

I look forward to being in contact with you and also meeting for an interview for further discussion. You can contact me at 493-9811. Thank you for spending time to read this cover letter and for your consideration.

Sincerely,

Paige Forde

Enclosure:

-Resume.

**Address: #15 Mc Leod Trace, Freeport.**

**Phone number: 493-9811**

**Age: 17**

**E-mail address:** [**maryanneforde345@gmail.com**](mailto:maryanneforde345@gmail.com)

***Objective***

* To gain work experience and to develop good skills and attributes in this work field.

***Education***

I attended primary school at Chickland R.C. School (2003-2010) and secondary school at Holy Faith Convent, Couva (2010-2017).

2015 - CSEC (January):

* English A- Grade three
* English B- Grade one
* Mathematics- Grade two
* Principles of Business- Grade one
* Social Studies- Grade two

2015- CSEC (June):

* Biology- Grade two
* English A- Grade two
* Information Technology- Grade one
* Mathematics- Grade two
* Physical Education- Grade one
* Principles of Business- Grade one
* Social Studies- Grade one
* Spanish- Grade three

2015- CVQ (Caribbean Vocational Qualification):

* Cosmetology (Level one)

2016- CAPE Examinations (Unit one):

* Biology- Grade four
* Communication Studies- Grade two
* Environmental Science- Grade one
* Sociology- Grade three

***Achievements and Service***

* Award for the highest performance in Social Studies in 2015 at Holy Faith Convent, Couva.
* Award for the highest performance in Physical Education in 2014 at Holy Faith Convent, Couva.
* Certificate of Participation in the Ministry of Sport Summer Vacation Camp-Volleyball (2013).
* Extra-curricular activities (during secondary school): Tai Chi, Table Tennis, Cake Decorating, Cooking Craft and Girl Guides.
* Member of Holy Faith Convent, Couva Book Club and Interact Club.
* Member of the Junior St. Vincent De Paul group.
* Member of the Sixth Formers Association Services (SFAS).

***Working Experience***

* Ministry of Education (D.E.R.E. Unit) - as a Runner/Assistant.
* Red Line Poll Clerk- Elections and Boundaries Commission (EBC).