*Attn: Human Resource Manager*

Dear Sir/Madam,

I wish to express my great interest in becoming a part of your organisation and hereby submit my resume for any suitable position.  
  
If you are seeking an employee who will keep abreast about her field, who understands the importance of commercial and corporate activities, who earns 100% customer satisfaction, who is a quick learner and works under pressure well, someone who is career committed, and strives to achieve total success, then please take my application into consideration. I would be happy to have an interview with you or any member of your department, at your or their convenience to see if we can establish a mutual interest.  
  
Attached is a copy if my resume highlighting my academic achievements, skills and my work experience.  
Thanking you for your attention and certainly looking forward to a favourable response.  
  
Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
­­­­­Caroline Cumming

C A R O L I N E C U M M I N G

#20 Roxborough Street, Diego Martin Main Road, Diego Martin | Cell: 780-9993 | Email: [carolinecumming12@yahoo.com](mailto:carolinecumming12@yahoo.com)

Objective:

To gain work experience and develop myself professionally.

Strengths:

* Computer literate
* Punctual
* Polite and courteous towards individuals
* Follows directions easily
* Serious worker
* Dedicated

Employment Record:

* **Sales Clerk:** Mark of Style, Movie Towne (only on weekends) – aided customers and also wrote receipts for purchases.
* **Secretary/Personal Assistant:** Fijji Estates Ltd, Gallus Street, Woodbrook - filed documents away, wrote cheques, made appointments and recorded minutes.

Education:

Holy Name Convent, POS

September 2008 – June 2013

CXC Passes:

* Mathematics: 2
* English A: 2
* Social Studies: 1
* French: 2
* Food & Nutrition: 1
* Principles of Accounts: 1
* Information Technology (I.T): 1
* Clothing & Textiles: 3

Sixth Form Government School

September 2013 – June 2015

CAPE Passes:

**Unit 1:**

* Accounting: 3
* Management of Business: 3
* Micro Economics: 3
* Caribbean Studies: 3

**Unit 2:**

* Accounting: 3
* Management of Business: 2
* Macro Economics: 4
* Communication Studies: 2

**University of the West Indies**

September 2015 – present

* BSc Economics (Special)