Dear Mr. /Mrs.

I have recently graduated from Secondary School, and is seeking employment at your Organization.

I am interested in becoming an employee with your Company and I am enquiring whether there is any position suitable for my qualifications, and if so I would kindly like to be considered for employment. I am also willing to accept training.

Attached is my Resume, and is willing to attend an Interview at any time convenient to you.

I kindly thank you in advance, and look forward to receive an early and favorable reply.

**RESUME**

**DONNA JOANNE RAMLOCHAN**

Lp #81 Las Lomas, #3 Rd,

San Raphael

(868) -269-5445 [Donnaramlochan17@gmail.com](mailto:Donnaramlochan17@gmail.com)

**CAREER OBJECTIVE**

To Become a Professional in my Career Choice and to make a difference in society.

**EDUCATION**

San Raphael Primary School 2006-2011

Providence Girls Catholic High School 2011-2014

Brazil Secondary School 2014-2016

**May/June 2016 CXC Examinations**

* English Language 1
* Mathematics 1
* Principles of Business 1
* Principles of Accounts 1
* Social Studies 2
* EDPM (Electronic Document Preparation and Management) 1

**WORKING EXPERIENCE**

* Sales Clerk- Margo’s Variety Store July-August 2016
* Cashier- Hoi Kam Limited October-December 2016
* Cashier- Maharaj Westside Supermarket April-June 2017

**HOBBIES AND SOCIAL INTERESTS**

* Reading
* Listening music

**AFFILIATIONS**

* School Prefect (Certificate )
* RBC Young Leaders (Certificate)
* Leader of ISCF (In School Christian Fellowship) (Certificate)
* Candle Making (Certificate)
* Business Etiquette (Certificate)
* Visual Arts (San Fest) ( Certificate )
* Self Defense (Trinidad and Tobago YWCA) (Certificate)
* Uniquely Worthy Motivational Workshop (Certificate)
* Practical Training in Air Brush Arts (Certificate)
* Life Skills for Teenage Girls Program (Certificate)
* Ambassador for Service (Certificate)
* Fabric Design Course (Certificate)

**REFERENCES**

Ms. Stacy-Ann Vincent

Phone no. 790-7417

Ms. Jemma Henry

Phone no. 689-3610 / 763-9844