First Trace; Bagatelle

Diego Martin

-Cell-(868)287-3472

[sharkiaj@gmail.com](mailto:sharkiaj@gmail.com)

Dear Sir/Madam,

APPLICATION FOR EMPLOYMENT

I am writing to inquire if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had extensive vacation work experience in office environments, the retail sector and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile such as this one.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely,

Sharkia Joseph.

Sharkia Joseph

Lp#51 First Trace, Bagatelle Diego Martin

Contact: (868)287-3472/ sharkiaj@gmail.com

# Qualifications

To become a more marketable individual by furthering my education whilst working in an institution based on integrity and customer satisfaction.

# MY MOTTO

* **St. John Girls’ Primary School.**

Church Street, Diego Martin

2003-2007

## Newtown Girls’ Primary School.

Maraval.

2007-2010

* **St. Francois Girls’ College.**

Belmont, Port of Spain

2010-2015

* **St. Anthony’s College**

Morne Coco Road, West Moorings

2015-2017

# EDUCATION

* Mathematics- Grade 1
* English Language- Grade 2
* Principle of Accounts- Grade 1
* Principle of Business- Grade 2
* History- Grade 3
* Additional Mathematics-Grade 3
* Physics-Grade 3
* English Literature-Grade 3
* Pure Mathematics- Grade 4
* Accounting- Grade 4
* Communication Studies – Grade 5

# Qualifications

REFERENCES

* Stacy Kelly

Herbalife Representative and Entrepreneur

Contact Number: 1868-307-5381

* Leslie-ann John

Head Accountant at NLCB

Contact Number: 1868-467-5144

* Melissa Singh

Teacher

Contact Number: 1868-359-7633

COMMUNICATION

ORGANIZATION

TEAM PLAYER

CREATIVITY

SOCIAL

LEADERSHIP

DEDICATION

# SKILLS

**Junior Achievers -**Entrepreneur, 2013

**Office of the Director of Public Prosecution –** Intern, 2014

**Massy Stores -** Bakery Attendant , 2015

**Tru Valu** – Wrapper, 2016

**Stechers**- Sales Clerk , 2016

# Work Experience