LP #35 Palm Drive,

O’Meara Road,

Arima.

Dear Ms. Walters,

I, Aaliyah Garcia, is currently seeking employment at your company for an entry level position of Assistant Sales Clerk which will be appropriate with my qualifications and skills.

I am a confident, hard-working and dependant person who can manage in any working environment and I am able to learn the duties of any position as quickly as needed.

I have demonstrated to my previous employers the ability for meeting objectives and demands made. Also, I am comprised of strong problem-solving and communication skills also with the ability to work well with others.

I believe that with my wide range of work experience, I am more than capable to be an asset to your company.

Please find enclosed, my resume and three names of referees who will provide you of my character and abilities. I look forward to a most favourable response from you and can be contacted at (868)-309-0767.

Thanking you for your time, consideration and opportunity.

Respectfully yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aaliyah Garcia, (Miss).

Aaliyah Garcia

LP #35 Palm Drive, O’Meara Rd, Arima

(868) 309-0767

[acgarcia0297@gmail.com](mailto:acgarcia0297@gmail.com)

**Objectives**

A position where my skills and experience can be effectively utilized for the increase of profitability and products as well as developing a dynamic team.

**Education**

**2009-2014-** **El Dorado West Secondary School,** Target Road, El Dorado, Tunapuna.

7 CXC O’ Level Passes- Mathematics, English A, Social-Studies, Principles of Business,

Clothing and Textiles, Geography, Economic

**Work Experience**

July-September, 2016- Wonderful World Trincity Mall, Trinicity Central Road,

Trincity- *Sales Clerk*

Feb-June 2016- Hair World, Eastern Main Road, Curepe- *Sales Clerk/Casher*

Dec 2015- Su Market, 4 Hollis Av Arima, Arima- *Sales Clerk*

September 2014- September 2015- Caribbean Health Foods Ltd, Maracas Royal Road Maracas St. Joseph- *Kitchen Dept.-Student Worker.*

**Extracurricular Activities**

Sewing, Reading, And Drawing

**References**

Giselle George-Account Assistance/Inventory Clerk

Mecalfab Limited, O’Meara Rd, Arima

(868) 769.4549 / 393.3040

Atril Garcia- Auto Mechanic\Owner

Atril’s Auto Services, Tours & Rentals Ltd

#1 Farfan Lane, St. Joseph.

(868) 763.4221 / 305.3479

Zameera Latchman- Beautician

Z’s Beauty Spot

(868) 689.1023

**N.B.: Copies of certificates can be provided upon request.**