**17th July 2017**

**Whom It May CONCERN**

**To Whom it May Concern**

Dear Sir/Madam,

I wish to submit an application for a position within your organization.

I have worked in various establishments, which has taught me skills and competencies that allows me to conform to any work environment. I am capable of working within the standards required if I were successful in obtaining a job in your organization. I am a dedicated and confident worker and believe I would be of value to the organization.

I would be available for an interview at your earliest convenience and can be contacted at

1-868-332-1354 or via email listed below. Enclosed, is a copy of my resume` for further information.

Respectfully

***Samantha Greene***

Encl.

**SAMANTHA GREENE**

ADDRESS: #61 UPPER BIG YARD, CARENAGE

­­­­­­­­­­­­­­­­­­CELLPHONE NO: (1-868) 332-1354 Home: (1868) 633-0047

**Email:Samanthagreene.greene1@gmail.com**

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| **Objective** |  | To complete each goal in order to enhance my life and that of those around me |
| **Education/**  **qualifications** |  | **BON AIR HIGH secondary school**  English (3)  Social Studies (2)  Human and Social Biology (2) MALICK SECONDARY COMPREHENSIVE SCHOOL English (3)  Physics  Mathematics(4)  Principles of Business  Office Administration (3) |
| **Awards** |  | **CERTIFICATE OF GRADUATION**  Malick Secondary Comprehensive School  **CERTIFICATE OF ACHIEVEMENT**  Most Disciplined Student  **REPUBLIC BANK (SPORT)**  Netball  **CENTRE OF EXCELLENCE**  Swimming  **SPORT CERTIFICATE**  Volleyball  Football |
| **WORK EXPERIENCE** |  | **SUBWAY (Independence Square, POS)**  2013-2014  Sandwich Artist  **TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)**  2015-2016  Field Officer (OJT)  **North West Regional Health Authority**  Logistics Clerk (OJT)  February 2016- June 2016  **Haagen Daz Café West mall**  Service Champion  **Success Hunter Sport Club**  Head Secretary  **DirecOne**  Customer Sales Representive ( Agent ) |
| **skills** |  | Oral and Written Communications  Customer Service  Computer Literate  Ability to Work in a Team  Problem Solving and Decision Making |
| **hobbies** |  | Head Secretary of Hunter Sports Club  Swimming  Volleyball  Football |
| **references** |  | **MS. VALERIE SMALL**  Physiological Therapist  **1-868-745-5894**  **MR. JOEL ARTHUR**  Business Owner (Tweety’s Transport Services)  **1-868-339-6801** |