Dear Mr./ Mrs./Ms.,

As a committed and motivated individual who has the ability to adapt to any given environment or situation I am thrilled to be applying for the position available at your business. I am a hard-working young lady, who values the importance of getting the job done correctly and on time just as much as my employer.

Additionally, I have extensive internal and external communication abilities, a positive attitude and excellent problem-solving skills that would make me an asset to your staff. My academic qualifications are detailed in the attached resume below.

I look forward to enhancing your already solid reputation for customer service through diligent work and an innate ability to quickly learn and apply new concepts and procedures.

Thank you for your time and consideration and I hope that I have persuaded you enough to hear from you soon.

Yours Respectfully,

Nicole C. Frank.

**NICOLE C. FRANK**

**LP #114 MORNE COCO ROAD, PETIT VALLEY.**

**CELL:** 488-9853 **EMAIL:** [nicolefrank1001@gmail.com](mailto:nicolefrank1001@gmail.com)

**OBJECTIVE:**

My goal is to obtain or further my customer service skills in the world of work so that I can therefore part take in providing my own services to customers.

**EXPERIENCE:**

Cache Trading Ltd

Customer Service Representative

July – December 2015

Cellular Planet Bmobile

Customer Service Representative – Data Entry, Cashier

July – October 2016

Tip Toe

Customer Service Representative- Cashier

December 2016 - (Christmas Vacation)

Tianna’s Beauty

Customer Service Representative- Manager

February- June 2017

**EDUCATION:**

Diego Martin Central Secondary

2010 – 2015

**QUALIFICATIONS:**

* Principles of Business – Grade I
* Mathematics – Grade II
* English A- Grade II
* Social Studies- Grade II
* Caribbean History- Grade III

**REFERENCES:**

Ms. Carolyn James, Dean of Discipline, Diego Martin Central Secondary.

Cell: 791-3385

Ms. Patsy F. Guerra, Manager at TTPOST, Diego Martin.

Cell: 794-1854