August 09, 2017

To Whom It Concern:

Dear Sir/Madam,

I am writing concerning a position with your organization; I would appreciate being considered as a candidate for employment. I am applying for a position as it will not only allow me to be further integrated into the working world, but also help me to apply the knowledge and skills that I have acquired in my years of schooling and past working environments. I expect to quickly and efficiently learn and adapt to any given task placed before me.

I am a responsible, quick-thinking, personable individual and I work well and efficiently with others as by myself. I am an effective communicator and a well-motivated young person. I am certain I would be a reliable and hard-working addition. I hope that you consider my request for a position.

Attached is my resume. I hope it will be helpful in evaluating my qualifications for a position. Please feel free to contact me at your earliest convenience to arrange for an interview. I look forward to meeting with you to discuss your requirements for this employment opportunity. Thank you for your time and consideration in advance.

Sincerely,

Joseanne Peters

Joseanne Peters

Attachment

# Objective

To ensure a challenging position where the organization objectives are parallel to my commitment to quality service dedication to duty and my determination to excel, also where my skills and experience can make a difference.

# Communication

# Efficiency, reliability, Maturity, honesty: ability to look at challenges as opportunities,

# Knowledge of general office procedures; Able to work with a team and also to work

# effectively alone even under pressure!

# Experience

|  |  |
| --- | --- |
| **Clerical Assistant** — Trinidad and Tobago Postal Services (TTPOST) *August 24, 2015 — Present* |  |
| * Sorting Mails - Inter-Island, International * Dispatching Mails * Filing * Recording Cheques * Issuing Cheques * Meet and greet customers providing information and assistance over counter and via telephone |
| **Daycare Attendant** — Wisdom and Love Daycare Centre *January 6, 2013 — August 16, 2015* |  |
| * Individual attendance to child * Prepare children for bathes * Prepare children for feeding * Supervise children during naptime * Issue medication for children where necessary * Provide day to day information to parents about Child/Children |

# Education

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| --- | --- |
| **Bourg Malatresse Roman Catholic Primary School**  *1999- 2005* Certificate of Completion – Common Entrance**San Juan Secondary Comprehensive School** ***2005-2010***   * Mathematics III * English II * Human & Social Biology III * Social – Studies III * Office Administration –Awaiting Certification * Principles of Business - Awaiting Certification  Skills & Abilities **Multi – Sector Skills Training Programme (MUST)**  *October 2012*  *NEC Certification of Completion*   * Food Preparation -Trained at Carlton Savannah   **Youth Training & Employment Partnership Programme (YTEPP) LTD**  *July 2010 – March 2011*  *NEC Certification of Competence*   * Graphic Design * Patient Care Assistant (P.C.A) * Computer Literacy |  |

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# References

NERISSA SEALEY

Account Assistant

Agostini Insurance Brokers Limited

119 Henry Street,

Port of Spain.

(868)624-8613/768-7735/327-1267

NICOLE BALFOUR

Clerk I

Division of Finance and Enterprise Development

6-10 Wilson Road,

Scarborough, Tobago.

(868)299-0771/397-3550