Britney Bancroft

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334-1254

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To whom this may concern,

I have learnt about your company through the internet and I am very much interested in working for this corporation. Please accept this letter and accompanying resume as evidence of my interest in applying for this job. I feel my qualifications and my skills would prove to be an asset for your organization. I am currently attending the University of the West Indies. I am looking for an honored job that will add experience. Here are some of my key strengths that I would bring to the position. I am:

1. A self-starter.

2. Disciplined.

3. An excellent communicator.

4. Very willing and eager to learn new things/tasks.

These are the qualities that make an excellent candidate for this post. I was responsible for handling and organizing various important activities in my school. I have even participated in numerous cultural activities. I have working knowledge of MS Word, PowerPoint, MS Excel and Internet.

I would appreciate your consideration of my credentials. If you do think there is a shared interest, I would greet the chance to meet with you to hear more about your company, the requirements of the position, and how my skills would be a good fit.

Thank you in advance for your consideration.

Yours respectfully,

BRITNEY BANCROFT

**CAREER OBJECTIVE:** To use the Knowledge and skills I have to require positively enhancing your organisation.

**PROFESSIONAL EXPERIENCE**

06/2014-06/2015 **RAMDIAL TRANSPORT**

***Clerk***

* Skilled in telephone etiquette
* Data entry
* Customer service
* Filing

**EDUCATION**

2006-2011

**A.S.J.A.GIRLS COLLEGE**

* C.X.C
* Mathematics
* English A
* English B
* Integrated Science
* Social Studies

2012-2014

**CHAGUANAS NORTH SECONDARY**

* A LEVELS
* Communication Studies
* Caribbean Studies
* Literature Unit 1
* Literature Unit 2
* History Unit 2
* Sociology Unit 1
* Sociology Unit 2

2015-present **UNIVERSITY OF THE WEST INDIES**

* DEGREE: COMMUNICATION STUDIES
* MINOR: HUMAN RESOURCE

**SKILLS**

* + - * + Experience with Microsoft
        + Good with people
        + Excellent telephone etiquette

**ACCOMPLISHMENTS**

* Certification of participation in Chaguanas North Secondary environmental club