**Dear Sir / Madam,**

**I wish to apply for employment in your establishment I have graduated from El dorado east Secondary School and currently pursuing an ABE Diploma Level 4 – Business Management at School of Higher Education Limited (SHEL).**

**Even though I am 19yr I know that I am well versed and competent enough for front deck or any position that I am placed in. Additionally, with great opportunity such as yours I am willing to work long and hard to prove that I would be a valuable asset to your organization.**

**Thank you in advance for you kind consideration and I look forward to your positive response.**

**Yours respectfully,**

**N. balbosa**

**NAME**: Nosayaba Romel BALBOSA

**D**.**O**.**B**: April 8th 1998

**ADDRESS:** LA SEIVA VILLAGE MARACAS ST JOSEPH CENTRE TRACE

**CELL** **#:** 356-7173 / 730-9546

**EDUCATIONAL** **BACKGROUND:** El Dorado East SECONDARY & SHEL

**QUALIFICATION:** English**,** Principles of business**,** Electrical installation, Quantitative Methods

**Awaiting:** business communication**,** accounting**,** business

**WORK** **EXPERIENCE:** Sales Clerk at (Tunapuna Shopping Center)

Warehouse Attend at (pennywise warehouse)

Sales representative at (rhino marketing)

**REFERENCE: \***Kathleen Job

CUSTODIAN; Maracas St Joseph **(**328-5501)

**\***Ester Goya

Office assistant; maracas st joseph (471-8314)

**HOBBIES:** Drawing, playing video games, reading manga, watching anime, running

**Personal Qualities**; honest, hardworking, helpful an kind