Reann Christiana Alleyne

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31 August 2017

Massy Stores

Sargaent Street

Christ Church

Dear Sir/Madam

TO WHOM IT MAY CONCERN

I am applying for the position of any vacant position within your organization.

I have attended The Samuel Jackman Prescod Polytechnic for two years. Within my two years at the institution I was able to complete a Certificate in Accounts Technology and A Diploma in Accounts Technology. At the end of the Certificate Programme I was awarded with an Industrial Attachment at the Institution where I was exposed to many different Departments such as Liaison, Student Affairs, Filing, Accounts and Online Flexible Learning (O.F.L). Over the years my computer skills, telephone etiquette and writing abilities have been honed and I also acquired some exposure to operating the Personal Branch Exchange (P.B.X). I then went on to doing stock-taking at the Massy stores and then employed full-time at KM2 Solution where I was employed from March 27th 2015 until January 30th 2017 as a Customer Service Representative for American Credit Acceptance and now employed at Digicel Barbados Ltd from February 6th 2017 till August 31st as a Direct Sales Agent.

During the past years I have acquired substantial experience in the Customer Service oriented position. I also have a strong proficiency in Microsoft Word and related applications.

Added to these skills I have shown my colleagues and peers qualities such as confidentiality, patience and teamwork which has contributed to a healthy work relationship

With these qualities and skills given I am sure to be of some contribution to your organization’s needs.

I look forward to enhancing your already solid reputation in great customer service through diligent work and an innate ability to quickly learn and apply new concepts and procedures. I am available for an interview at your convenience. Thank you for your time and consideration.

Sincerely,

Reann C Alleyne