LP #9 Ralph Narine Trace

Harris Village

South Oropouche

September 20th, 2017

Dear Hiring Manager,

I am Ms. Crystal James, a recent graduate of the Bachelor of Science degree in Nursing at COSTAATT. Please allow me to extend my application to your establishment for the purpose of seeking employment. I am applying for the position of Cashier.

My period of training at the said institution has greatly enhanced my work ethics and enabled me to further develop effective communication skills. I am a diligent and hard worker and as such, I undertake my responsibilities with pride and enthusiasm. My past work experiences has also cultivated my ability to work well individually and as a team.

I therefore look forward to the opportunity, of becoming an asset to your organization. My contact and all other required information are in the enclosed resume. Thank you for your time and consideration of my application. I look forward to hearing from you for an interview.

Yours Respectfully

Crystal J. James

CRYSTAL J. JAMES

*#9 Ralph Narine Trace, Harris Village, South Oropouche.*

*743-8825/462-0540*

*crystal-james@outlook.com*

**PERSONAL DATA**

Date of birth: ` September 23rd, 1985

Nationality: Trinidadian

Sex: Female

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**EDUCATIONAL BACKGROUND**

* COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT 2009-2016)

Bachelor of Science Degree in Basic General Nursing (*currently awaiting certificate)*

* PALO SECO SECONDARY SCHOOL (1997-2002)

SUBJECTS GRADES ACHIEVED

Art II

Math III

Literature II

English A II

Integrated Science II

Principles of Business II

Principles of Accounts III

**OTHER QUALIFICATIONS**

* MINISTRY OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION (STTE) 2006

COURSE: Trinidad and Tobago National Vocational Qualification (TTNVQ) Administration Level One (1)

* PETROLEUM COMPANY OF TRINIDAD AND TOBAGO LIMITED 2006

COURSE: Exceptional Customer Service Training – Level 1, Part 1

* E-SOFT COMPUTERS 2004

COURSE: Computer Literacy

**WORK EXPERIENCES**

ESTABLISHMENT PERIOD

* **Adam Gardens Ltd**

Position: Administrative Assistant May 2007 – June 2008

* **Petroleum Company of Trinidad and Tobago**

**(Corporate Communications)**

Position: Clerical Assistant (OJT) Mar. 2006 – Sep. 2006

**LETTER OF RECOMMENDATION**

