To Whom It May Concern,

Dear Sir/Madam:

I am very interested in the opportunity, and believe that my education and background will make me a perfect candidate for the position. I have been employed in the past and know that this position needs someone like me with the ability to prioritize and multitask. Being employed before also thought me how to think on my feet and become an expert problem solver.

When it comes to being able to explore my horizons and gain experience in any field of work, I must say that I am a quick learner. I love to be challenged and to learn new things. Gaining experience in this field of work would be an asset to me and something to look forward to. Working and interacting with people, team work, problem solving and learning new things is what keeps me stimulated and engaged. I believe these qualities, in addition to my positive outlook and capabilities in working well with others, will help your company attain its goals.

My resume is enclosed for your review. I’d be grateful for an opportunity to further discuss how my skills and knowledge would enable me to contribute to my success of your company for the position available. I would be available at 1-(868)-385-5972 in the interim.  
  
Thank you for your time.  
  
Sincerely Yours,   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ms. Myunoka Morris

***Objective***

To achieve the goals and objectives of the organization, by utilizing my acquired skills, knowledge and experience.

***Education***

* ***(UWI) University of the West Indies (Presently)***
* Currently doing a Business Management Certificate (with intention to obtain a BSc)
* ***La Romaine Secondary School***

**5 CXC O’ Levels**

* Mathematics 3
* English A 2
* Biology 3
* Physical Education 2
* Principle of Business 3
* ***San Fernando Girl’s Anglican School***

2004-2011

***Achievements***

**Certificate of Participation:** Football

**Certificate of Participation:** The Institution of Structural Engineers

**Human Values Certificate:** Most Improved Student

**Certificate of Merit:** Achievement in Mathematics

***Experience***

**SALES CLERK – FUNATICS**

June – December 2015

**SALES CLERK – HOT CHOCOLATE**

January – June 2016

**SALES CLERK – EMPIRE CYBER CAFÉ**

July- November 2016

Attending to the needs of the customers, collecting information for computer repairs

And updating the computer systems.

***References***

***Gaston Perreria***

Petroleum Company of Trinidad and Tobago Limited

(Supervisor)

+1-(868)-743-3186

***Anthony Roberts***

Teacher

+1-(868)-752-5222