**To Whom It May Concern:**

**Dear/ Madam,**

**I am here by applying for any vacant Part-Time position as a Front End Supervisor or Cashier within your organization. I am available for immediate employment.**

**I have enclosed a copy of my resume for your purpose, I do hope you will take an opportunity to set up an interview with me so I will be able to provide you with any additional information you may require.**

**Thanking you in advance for your kind consideration in this matter and I look forward for a favorable response.**

**Yours Respectfully,**

**---------------------------------**

**Carla Fernandez**

***Carla Fernandez***

***#15 Harold Street Maraval***

***Tel: 738-1844***

**carlsfernandez@hotmail.com**

**OBJECTIVE:** To put to use the abilities and skills that I have learnt and accomplished over the past years while learning and understanding what has to be done within the organization in a professional and timely manner.

**PROFILE:** Knowledge of Microsoft Word, Excel and Internet

Excellent interpersonal skills

Always up to new challenges

Effective team player

***PERSONAL SUMMARY***

**Date of Birth :** 10th February, 1983

**Nationality**  **:** Trinidadian

**Marital Status :** Single

***PROFESSIONAL EXPERIENCE***

**Marketing & Distribution Company Limited**

**Position Held-** Marketing Representative/ Customer Service Representative

**Period**- June 2003 to May 2006

***PROFESSIONAL EXPERIENCE (Cont’d)***

**International Tiles Rugs & Carpet Limited**

**Position Held-** Customer Service Representative/Cashier

**Period-** August 2006 to June 2007

**J.W.Z Enterprise Limited**

**Position Held-** Receptionist

**Period-** June 2007 to December 2007

**Academy of Auto Mechanics Limited**

**Position Held**- Receptionist

**Period-** January 2008 to October 2011

**Home Store Limited**

**Position Held**- Cashier

**Period**- April 2011 to October 2013

**American Stores Limited**

**Position Held-** Manager (Presently @ Mt.Hope Branch)

**Period-** March 2014 to Present.

***EDUCATION AND QUALIFICATIONS***

**1998 – 2000 St Augustine Senior Secondary Comprehensive School**

**CXC O Levels Grades**

English Language A 111

Principles of Business 111

Principles of Accounts 111

Social Studies 111

**1995 – 1998 Barataria Junior Secondary School**

14+ Examination

**1989 – 1995 San Juan S.D.A. Primary School**

Common Entrance Examination

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***ADDITIONAL INFORMATION***

**U.W.I School of Continuing Studies**

Certificate in Computer Literacy

***EXTRA CURRICULAR ACTIVITES***

Traveling, communicating and athletics

***REFERENCES***

Jameer Ali

Managing Director

Car Professors

680-2058

Perry Jaggan

Store Manager

Home Store Limited

350-7022

Anderson Lazar

Senior Commander

Executive Body Guard Services Limited

753-1778