Dear Sir/ Madam,

My name is Sinead Sandy and I am writing to seek employment in your illustrious establishment. I firmly believe that I am a strong candidate for employment, as I would prove to be an indispensable asset and will make a significant and valuable contribution to your organization.

My experiences, both academic and professional, have allowed me to continuously demonstrate my leadership skills in numerous settings. My exceptional ability to juggle multiple administrative tasks while meeting organizational goals are done exceptionally well. I am able to work efficiently in fast paced environments and remains confident and poised during any interactions with individuals at all levels. Therefore, I believe that in any environment I would indeed thrive due to these characteristics which I have exemplified.

I have enclosed my resume for your review which further details my experience and educational background. I am looking forward to meet with you at your earliest convenience and answer any questions that you might have.

Respectfully yours

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SINEAD SANDY

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SINEAD SANDY**

Unit 6 Block 4 Ibis Drive ,

Pleasantville, San Fernando.

***Telephone:*** 1-868-338-6372

***E-mail:*** sd\_sandy@yahoo.com.

**CAREER OBJECTIVE**

To offer my expertise in an organization that possesses avalued reputation, where I can develop, learn and prove to be an asset and assist in developing and fostering the minds of others.

**EDUCATION**

Start Date 2005 - End Date2011

MARABELLA NORTH SECONDARY

* **English A**
* **Biology**
* **Agricultural Science**
* **Geography**
* **Chemistry**

**PROFESSIONAL EXPERIENCE**

2014 – 2017 MINISTRY OF WORKS AND TRANSPORT

Traffic Warden Division | Henry Street, Port of Spain

**Traffic Warden I**

2012- 2013 EAT IT

Scotch Street, San Fernando

**Customer Service Representative/ Cashier**

2010- 2010 CHAMBER OF INDUSTRY AND COMMERCE

Columbus Circular, Port of Spain

(July/August) **Intern**

**SPECIAL SKILLS**

* Leadership Management
* Microsoft Office Word, Excel, PowerPoint
* Communication Skills

**ACTIVITIES/ OTHER SERVICES**

* Provide assistance to students in mastering curriculum content in preparation for examinations
* President’s Awards

**REFERENCES**

* + - * TASHA JEFFERS

Guayaguayare Secondary School

Teacher III

630-8306/ 768-0148

* + - * ANDREW NELSON

Home Construction Limited Group of Companies

Human Resource Manager

622-4925/ 361-8001

* + - * KERRI-ANN ALEXANDER

No. 20016 Police Constable

718-6241/628-9171

* + - * STIRLING HOMER

Traffic Warden 11

352-5114/664-3686