Building#4 Apartment#4

Sunrise Drive,

Mt. Hope

3rd August, 2017

Dear Sir/Madam,

I am writing to express and interest in joining your Organization as a Customer Service Representative or any other position for which I am suitably qualified.

As you will see from the attached resume, my background showing I have just completed my secondary school education and have intentions to further my studies. I am seeing to gain tremendous knowledge, and I am looking for an opportunity, one where my skills can be utilized to their fullest potential while allowing me the chance to grow and improve within the organization.

I strive for continued excellence and to provide exceptional contributions to customer service.

The qualifications outlined above are just a few strengths I can offer. These combined with my dedication, enthusiasm, and desire to make a difference are what will set me apart from other candidates.

Thank you so much for you time and I look forward to meeting you in person to discuss this opportunity further.

Sincerely,

**Kristi Mitchell**

Ms. Kristi Mitchell

Building#4 Apartment#4 Sunrise courts Mt. Hope

**Contact No: 480-2463 Email:** [**k.beddoe@outlook.com**](mailto:k.beddoe@outlook.com) **/** [**kristi.m96@outlook.com**](mailto:kristi.m96@outlook.com)

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| Objective |

To utilize my knowledge and skill to make a meaningful contribution to this organization that fosters growth and development; as well as gaining experience at the workplace.

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| Personal Details |

* Date of Birth – 23rd August, 1996
* Sex – Female
* Marital Status - Single

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| Leadership Skills |

* L/Cpl at Trinidad and Tobago Cadet Force
* School and Class Prefect
* Mentoring

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| Education Background |

# **2010-2015 (Repeated 2016)**

Mount Hope Secondary School

Caribbean Examination Council (C.X.C)

Mathematics – Grade III

English A – Grade III

Physical Education – Grade II

Physics – Grade V

Biology – Grade V

Human and Social Biology – Grade IV

**2008-2010**

Tranquility Government Primary School

**2001-2008**

St. Theresa Girls R.C School

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| **Working experience** |

Cashier – Funky Pets

On the job training – Ministry of Agriculture Land and Fisheries – 2 Months

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| **Hobbies** |

* Track and Field
* Gymnastics
* Dancing
* Singing
* Music

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| **References** |

1. Mr. Andrew Weeks

Trinidad and Tobago Police Service

Police Constable

Maloney Police Station

Tel: 785-5370

1. Mr. Herman Narace

Trinidad and Tobago Police Service

Police Sergeant

Interpol Department

Tel: 623-8441

**\*Please note that this information is not to be used other than for employment purposes.**