March 10th, 2017

Service Commission Department,

52-58 Woodford Street,

Newtown, Port of Spain,

Trinidad and Tobago

Telephone (868) 623 - 2991

To whom it may concern,

I hereby submit my application in respect of any suitable position that I may qualify for. I possess good communication and analytical skills, strong problem solving capabilities, exceptional interpersonal abilities and can definitely make sound decisions in the dynamic business environment.

Should you require any further information I can be reach at the above contacts listed. Thanking you in advance for your consideration given.

Yours Respectfully,

Faith Hagley

OBJECTIVE

Accomplished and energetic sales clerk with a solid standard of achievement in the sales and marketing work force. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include communication, coordination and creativity.

CAREER HIGHLIGHTS

**SALES CLERK**- Francois Fashions Ltd

(June – August 2015) Excellent Stores, Frederick Street, Port of Spain

Duties Included:

* Meets and greet customers as they enter.
* Available to answer any questions they pose with regards to the merchandise.
* Assist customers in locating merchandise they need.
* Display merchandise in an attractive manner on racks.
* Assist customers in completing purchases.
* Maintain and help manage the store room.

EDUCATION

**University of Trinidad and Tobago Corinth Campus**

Currently pursuing Bachelors in Sport Studies September 2017 – August 2020

Certificate in Sports Studies September 2016 – July 2017

**South East Port of Spain Secondary School** September 2011 – June 2016

English A II

Principles of Business II

Social Studies II

Office Administration III

Spanish III

Mathematics III

**St. Catherine’s Girls’ Anglican School** September 2005 – May 2011

EXTRA CURRICULAR ACTIVITIES

**Girl Guides-** St. Catherine’s Girls’ Anglican School

**Student Prefect-** South East Port of Spain Secondary School

**Athletics-** Trinidad and Tobago Under 21 Team

**Volunteer Work and Community Service-** University of Trinidad and Tobago Corinth Campus

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| SKILLS | HOBBIES |
| Good communication | Reading |
| High level of Creativity | Netball |
| Reliable | Swimming |
| Fast Leaner | Listening to music |
| Service Oriented | Browsing the internet |
| Sales and Marketing | Meeting new people |

REFERENCES

**MRS. Vanessa Forde**

Manager

Trinidad and Tobago Under 21 National Netball Team

1 868 759 - 8936

**MRS. Josette Lord**

Teacher

South East Port of Spain

1 868 712 4409

**MRS. Rhonda John-Davis**

Coach

Trinidad and Tobago Under 21 National Netball Team

1 868 473 1140