31st October, 2017

General Manager,

Massy Stores,

39A Wrightson Road,

Port of Spain,

Trinidad, West Indies.

Dear Sir/Madam,

I’m writing you today regarding any position available at your supermarket. I am a committed and motivated applicant, bringing your company my knowledge of and experience with cash handling, accuracy and thoroughness, and the ability to negotiate and resolve disputes.

I have previously worked at D Eattery as a cashier.  During that time, I developed and sharpened my skills in all aspects associated with handling cash, checks, vouchers, and credit cards. I consistently exceeded all goals set for me, and was valued for my hard work, reliability, tenacity and ability to come up with solutions to complex problems. This was particularly well illustrated when I was tasked with supervising new employees providing them with job training.

As noted on my resume, I also worked at College of Technology Applied, Arts of Trinidad and Tobago as a Student Nurse, where my duties included enforcing rules and regulations to ensure safety of all. This job also required me to provide emergency first aid and summon medical assistance whenever necessary.

My core strengths include, but are not limited to the following:

* Adept in receiving payments from customers and issuing change due, receipts, or refunds to customers
* Always being friendly, keen, and helpful
* High attention to details
* Problem-solving skills
* Excellent interpersonal skills

Enclosed with this application is my resume, which lists my professional experience, skills, and education in detail. I would be grateful for the opportunity to demonstrate my capabilities further during an interview. Please feel free to contact me to arrange a meeting at your earliest convenience.

Sincerely,

Cameal Gift-Pascall

**OBJECTIVE:**

To secure a suitable career opportunity. Where I can fully utilize my skills acquired in order to become successful, whilst making a significant contribution to the success of my employer.

**EDUCATION:**

**2011-present**

College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

* Bachelor’s Degree in Nursing

**2006-2007**

Certificate in Health and Safety at the School of continuing Studies at the University of the West Indies.

**1994-1996**

Point Fortin Senior Secondary CXC Passes

**Subject Grades Year**

* Principles of Business II 1996
* Office Procedure III 1998
* English III 2011
* Mathematics III 2010
* Human and Social Biology III 2010
* Social Studies III 2010

**1991-1994**

Point Fortin Junior Secondary

**1984-1991**

Point Fortin Roman Catholic School

**Professional Experience:**

* Trained under the Trinidad and Tobago Nursing Programme at present
* Worked under Ministry of Community Development (GAPP Programme) for 4 years
* Worked at D Eattery as a Cashier for 10 years and more

**Skills;**

* Microsoft Office (Word, Excel, PowerPoint and Access)
* Certificate in Home Care
* Health and Safety
* First Aid and CPR
* Defensive Driving
* Excellent communication skills with a focus on customer service
* Fast and accurate mentally maths skills

**References;**

Marilyn John De Gale

20 Adventure Road, Point Fortin.

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Cuthbert Fullerton

Beach Road, Point Ligour

Phone: 399-0246