Upper 6th Avenue,

Valley Drive,

Malick,

Barataria.

369-7763/ 733-6930

**To Whom It May Concern**

My name is Rae-Ann Thomas and I attended Success/ Laventille Composite School where I obtained four passes including Principles of Accounts and English. I also attended the Computer Learning Center in 2003 and 2006 where I obtained a certificate in Computer Literacy and Microsoft Office 2003/XP respectively.

I am honest, hardworking, punctual and a team player. I will also maintain the quality service for which your company is known.

I thank you in advance for giving me the opportunity to apply to your Company.

I am available for an interview convenient to you. Attached is my resume.

Respectfully yours

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

**Rae – Ann Thomas**

**Career Objectives**

To acquire a position in a stable organization, that would give me the opportunity for growth, thus allowing me to utilize my skills and experience.

**Education**

**Success/Laventille Composite School**

**Caribbean Examination Council**

**June 2004**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Proficiency** | **Grade** |
| **Principles of Accounts**  **Social Studies**  **English**  **Integrated Science**  **History**  **Mathematics** | **General**  **General**  **General**  **General**  **General**  **General** | **II**  **III**  **III**  **III**  **IV**  **IV** |

**The Computer Learning Center**

|  |  |
| --- | --- |
| **Computer Literacy** | **August 2003** |
| **Microsoft Office 2003/ XP** | **May 2006** |

**Work Experience**

* Nealco Data Link Limited – Data Entry Operator – September 2004-March 2005
* Diego Martin Discount Center – Cashier / Sales Clerk -
* Hi-Lo Food Stores – Cashier -
* Meteorological Services Division – Clerical Assistant -
* Peake’s Trading Limited- Cashier
* Ministry of Science and Technology- Data Entry Operator-
* Ramish and Leela Supermarket – Cashier –March 2011-October 2011
* Furniture House Limited- Sales Clerk / Cashier- October 2011-November - 2012
* Ministry of National Security –Personal Secretary to Minister –

November 2012-April 2013

* Jamad Limited - Receptionist- July 2013-August 2014
* Furniture House Limited- September 2014 to June 2017