2nd September, 2017

Rivulet Road

Brechin Castle Telephone: 4793587/ 730-1785

COUVA

The Human Resource Manager,

Dear sir/Madam,

I am writing to submit my resume to apply to be a cashier in your business to gain work experience and would appreciate being considered as a candidate for employment at your establishment.

In addition, I am hard working and dependable with a variety of skills and knowledge. Kindly see my resume attached for your review. I look forward to meeting with you.

Sincerely,

…………………………………….

Victoria Paul.

**VICTORIA PAUL RESUME #56 Rivulet Road, Brechin Castle, Couva.**

**Telephone: 4793587 / 3698827**

**PERSONAL**

Date of Birth: September 09,1999

**Career Objective:**

To exceed the expectations set by management, provide the highest quality service required to ensure

Customer satisfaction, obey organizational rules and regulations and help surpass company goals.

**Awards and Achievements**

* Academic Excellence 2015 – third place
* Certificate of Achievement for Excellence in Information Technology and Principles of Business
* Academic Excellence 2016 – second place
* Academic Excellence for excelling in Principles of Business – First place

**Education**

* Preysal Secondary School Date: 2012 – 2017
* Couva Anglican Primary School Date: 2004 – 2012
* Morning Star Early Childhood Center Date: 2002 – 2004

**CXC O’ LEVEL PASSES**

* Mathematics – ll
* English A – ll
* Principles of Business – ll
* Physics – lll
* Information Technology - lll