8th November, 2017.

**Massy Stores.**

39A Wrightson Road, Port of Spain,  
Trinidad W.I.

Dear Sir/Madam,

I wish to apply to your organization seeking employment for the position that fits my qualification. I believe I possess the necessary academic training and experience, which will equip me to function effectively in such a position.

I have a keen interest in your reputable establishment and if presented with the opportunity of becoming part of your staff, I am prepared to work hard to contribute positively to the Organization’s growth and profitability. I am a committed, dedicated individual, an excellent team player; capable to work unsupervised. I am confident that I will approach all duties assigned to me with the desired level of professionalism, diligence and integrity.

In addition to my formal qualification, I am well versed in popular computer application such as the Microsoft Office Specialist 2010.

Please find resume attached for your perusal. I look forward to an interview at your convenience.

Yours Sincerely,

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

**CRYSTAL PUDAN**

***RESUME***

***OBJECTIVE:***

To gain employment at your esteemed institution, where my intelligence and organizational skills improve efficiency and enhance profitability for the organization

***PROFILE:***

My qualities resembles that of a patient, persistent and hardworking to the extent of not just getting the task done but getting it done well and to the best of my ability.

***EDUCATION:***

* University of the West Indies
* University of the West Indies: Open Campus (South Centre)
* San Fernando Secondary Comprehensive School.
* Jordan Hill Presbyterian School

***QUALIFICATIONS:***

**University of the West Indies St Augustine (December 2012)**

**Microsoft Office Specialist 2010**

* Microsoft Excel
* Microsoft PowerPoint

**University of the West Indies, Open Campus: South Centre. (November 2009)**

**Certificate in Business Management and Technology.**

Graduate with an Average of a B+ (Two Year Programme)

**San Fernando Secondary Comprehensive School**

**CXC- O’ Levels**:

* Mathematics 11
* English Language 11
* Integrated Science 11
* Social Science 111
* History 111

***EXPERIENCE:***

* Sales with a Self-Employed Business (Present)
* EnSafe: Institute for Health, Safety & Counselling Training Ltd (June/August 2014)
* Ministry of Works and Transport (June/August 2013)
* Ministry of Works and Transport ( June/August 2012)

***EXTRA-CURRICULAR ACTIVITIES:***

* Interacting and meeting new people
* Site seeing
* Reading
* Listening to music

***REFERENCE:***

Gayatri Persad

Teacher

St Stephen’s College

Teacher’s Reg No: 56878