Shawnicka Thomas

Address: #734B St. Mary’s Village, Moruga Road, Via Barrackpore.

Telephone Number: (1-868) 327-6659

Email: shawnickathomas@gmail.com

19th November, 2017

#39A Wrightson Road,

Port of Spain

Trinidad W.I.

Dear Sir / Madam,

As a dependable and driven individual, with strong communication and interpersonal skills, I would like to apply for the vacancy as a Cashier which is currently available at your organisation.

As a student who’s always been involved in extracurricular activities including Sports & Theatre, I have since developed strong interpersonal skills which has allowed me to work closely with my peers, all while supporting the school’s community.

These experiences have since been very beneficial, in which it allowed me to develop strong Time Management and Organizational Skills. Using your program, I can shape my future into a better one and learn how to deal with customer enquires and customer complaints in a more effective manner. As a growing adult, I will always need good “people skills” hence the reason I believe this opportunity would be an ideal practical and theoretical learning experience for me.

Personal Attributes that I believe make me suitable for this position include:

\*Honesty - I always try to give accurate and timely information regarding your business and employees in which can better help to increase work productivity.

\*Communication Skills – I possess the ability to communicate clearly and effectively in many mediums: by email, verbally, on the phone, body language etc.

\* Customer service – Assisting with the sales of products at community events and at my previous job, allowed me to develop great customer service skills.

\*Motivation – Volunteer participation and school results demonstrate high motivation.

\*Fast Learner

I have always been commended by my teachers and educators for my dedication & willingness to participate in various programmes and to lend a hand when needed. I truly enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role.

I am fully aware that you will be receiving a lot of applications, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe I have a lot to offer your organization. I am keen to develop my professional skills and look forward to discussing my application with you via an interview. I have enclosed a copy of my resume for your consideration, in which you will find my contact numbers, if you would like to contact me at any time.

Yours Sincerely,

Shawnicka Thomas

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EDUCATION :

**2015 – 2016**: SBCS (School of Business & Computer Science)

ABE Introduction to Business Communication

ABE Introduction to Accounts

ABE Introduction to Business

ABE Quantitative Methods

**2013 – 2014:** St. Kevin’s College

**2008 – 2013**: Cowen Hamilton Secondary School

QUALIFICATIONS: CXC O’Levels

English I

Mathematics II

Office Administration II

Human & Social Biology II

CERTIFICATE IN:

* Computer Literacy –BG Trinidad & Tobago Youth Training and Employment Partnership Programme (YTEPP) Limited
* Public Speaking & Reading Competition
* Get Work Ready Workshop
* Delivery Customer Service Excellence, Stress Management & Effective Time Management
* Tunapuna Aesthetic & Cosmetology Institute LTD – Basic & Advanced Makeup Artistry
* SPECIAL SKILLS : ●Public Speaking ●Makeup Artistry ● Singing

REFERENCES : ● Onika Cooper 381- 6549 ● Adisa Noel 366-4396 (Police Officer)

●Veena Thomas - 331-3963

DATE OF BIRTH: 4TH November 1996

CONTACT NUMBER: 327-6659 MARITAL STATUS: Single

AGE - 21

EMPLOYMENT: July 2015 – July 2017: Secretary/ Store Manager at Top Shotter’s Furniture Shop