#8 Alexander Street,

Gonzales Village,

Guapo.

Point Fortin.

26th November, 2017

**Human Resources Manager**

Massy Stores

39A Wrightson Road,

Port of Spain,  
Trinidad W.I.

Dear Manager,

I Ms. Shirlisa Charles wish to apply for a **Cashier** position. I was pleased to find that I possess most of the abilities that you are looking for in a Cashier. I have great experience in this position and I would like to contribute to the goals of the organization by representing your company to the best of my ability.

I am enthusiastic and willing to learn. I am great with people as I regularly take part in community service and strongly believe that it have given me good work ethic. I also gained experience of interacting with different kinds of people and the ability to work well in a team. This has improved my communication skills.

I would welcome the opportunity to speak with you regarding this position available in your organization.

Yours respectfully,

**Shirlisa Charles.**

SHIRLISA CHARLES

#8 Alexander Street Gonzales Village Guapo, Point Fortin

**Phone:** 648-3968/ 377-1713 Email: shirlisacharles@hotmail.com

**Objective**

I wish to contribute my academic knowledge towards the enhancement of the organization while simultaneously refining my own skills. I also hope to acquire experience in a professional environment to complement my academic knowledge.

**Education**

University of the West Indies Open Campus (2015-Present)

BSc. Social Work

University of the West Indies Open Campus (2012- 2014)

Certificate in Psychology

Vessigny Secondary School (2005-2012)

Caribbean Advanced Proficiency Examination (2010-2012)

Communication Studies Grade 1

Caribbean Studies Grade 4

Management of Business – Unit 1 Grade 3

Management of Business – Unit 2 Grade 4

Sociology – Unit 1 Grade 4

Sociology – Unit 2 Grade 4

Literatures in English – Unit 1 Grade 5

Caribbean Secondary Education Certificate (2005 – 2010)

English A Grade 1

English B Grade 2

Mathematics Grade 2

Human and Social Biology Grade 2

Principles of Business Grade 2

Social Studies Grade 3

**Skills Summary**

Computer Savvy

Life Skills Training (On the Job Training)

Life Skills Training (YTEPP)

**Experience**

Point Fortin West Secondary- (2015-2017)

Clerical Assistant

Guapo Government School- (2011-2012)

Voluntary -Community Service (Teaching)

Point Fortin West Secondary School (2016)

Voluntary – Project Management of RBC Young Leaders

**References**

**Name:** Mrs. Stephanie Ramsaran

**Company:** Point Fortin West Secondary

**Relationship** :Vice-Principal/Supervisor

**Telephone no.:** 648 – 3232

**Name:** Ms. Margret Ramphal

**Company:** Point Fortin West Secondary School

**Relationship:** Supervisor

**Telephone no.:**648 – 3232/461-7338