Ophelia Moore

#19 Prince Street

Roxborough

Tobago

Cell: 1-868-294-3092

Email: opheliaclarke21@gmail.com

26th November, 2017

**Massy Stores, Head Office**

**39a Wrightson Road, Port of Spain**

Dear Sir/Madame,

I am applying for the position of Perishable Attendant at Massy Stores, Gulf View as advertised on the Massy Stores Website. I am grateful for the opportunity provided through this advertisement and am also confident that with my education, my ability to communicate and motivate others, I believe I can be an asset to your establishment.

This is a highlight of my education and relevant experience during the years;

I have seven CXC passes (General)

I have experience as a Perishable Attendant, experience in Sales Supply Chain Management, Logistics, Clerical knowledge, and House Keeping.

I can work well with others or individually.

I am always ready and willing to learn.

The accompanying resume will give more details about me and what I have to offer.

I am confident and I am always ready to put in work, I believe you will consider my application; I look forward to hearing from you. Thanking you in advance.

Yours Respectfully

Ophelia Moore

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

## OPHELIA MOORE

#19 Prince Street

Roxborough

Tobago

Cell: 1868-294-3092

Email: opheliaclarke21@gmail.com

GOAL

To enhance my knowledge in areas of communication and to gain experience in the world of work especially where the welfare of others is of great concern, so that I would be able to apply my knowledge meaningfully, contributing not only to my general progress but also to the improvement of the organization with which I work.

EDUCATION  
Point Fortin College 2001-2007

QUALIFICATIONS

CXC 2007

English A (General-Grade II)

English B (General-Grade II)

History (General-Grade II)

Principles of Business General-Grade II)

Integrated Science (General-Grade II)

Social Studies (General-Grade I)

Geography (General-Grade III)

RELAVANT EXPERIENCE

Perishable Attendant at Massy Stores, known then as Hilo Food Stores from the period 2012-2013

A perishable attendant deals with perishable goods such as vegetables, fruits and meats, thus the name, we were responsible for packaging the goods then placing them on display for the customers, the removal of old goods and inventory, and assisting customers however we can.

Hotel Attendant at South Western Court Point Fortin in 2011

OTHER EXPERIENCE

Clerical Assistant for an affiliated Political Party Councilor

Worked as Sales Clerk for a clothing Store in 2008

Worked as a Clerk (I) and as a Supply Chain Assistant as government trainee in the Point Fortin Area Hospital for the year 2009

I have basics training in Supply chain management and logistics.

OCCUPATIONAL TRAINING

Civilian Conservation Corps/Food Preparation and Culinary Arts/Trinzuela College

GENERIC SKILLS

Communication

Teamwork

Self Management

Ability to learn and follow given instructions