#93 Rancho Quemado

Erin road.

05/10/2017

Contact # 287-1288 / 339-4878

Dear Sir/ Madam,

I have with a great interest in your job opportunity; I hereby submit an application for any of the open positions you may have. I consider myself to be a perfect candidate for you company because of my job experience and education.

I am a highly motivated person with the capability to get the job done efficiently and effectively. I feel certain that my calm disposition, along with my aptitude for quick learning, planning and organizing will make a great valuable asset to your establishment.

Thank you in advance for your kind consideration. I am looking forward to speaking with in the future regarding your available position.

Respectfully yours

…………………………………………..

Amanda Thompson

**Amanda Thompson**

**Date: 05/10/2017**

**Address: #16 Coora Road, Siparia.**

**Contact: 1-(868) 287-1288 / 1-(868) 339-4878**

**Email: Tamanda453@hotmail.com**

**Age: 20**

**Sex: Female**

**Marital status: Single**

**Date of birth: 09/05.1997**

**Nationality: Trinidadian**

**Objective:**

To become part of a leading company’s success story in the capacity of a salesperson, to ensure optimal profitability for the company and satisfaction for the company’s clientele.

### **Qualifications**

Hardworking with experience in sales of the industry, service and manufacturing. I am known for my strong ability to convince customers towards optimal sales, through high level of determination, positive attitude and hard-work

**Education**

|  |  |  |
| --- | --- | --- |
| Institution | Year | Subjects passed |
| Parvati Girls’ Hindu College | 2009-2014 | Maths  English  Human and Social Biology  Social studies  Principles of Business  Electronic document preparation and management  Office administration  Physical education |

**Tertiary education**

|  |  |  |
| --- | --- | --- |
| Institution | Year | Degree major |
| University of the southern Caribbean. | 2015- 2018  (currently) | Bachelor Degree in nursing. |

**Skills and competencies include:**

* Energetic | Friendly | Pleasant | Outgoing | Success/Result-Oriented | Enthusiastic
* Good written/verbal communication – product promotion and advertising.
* Exceptional customer service.
* Proven aptitude in problem solving.
* Can operate independently and as part of a team.
* Quick learner
* Can Multi task
* Customer oriented
* Focused and ambitious
* Easily adaptable
* Leadership skills

**Experience:**

Job title: Receptionist

Employer: Thompson Tent Rental

Duration: 1 year

Job description:

* Answer phones in a professional manner providing necessary information and taking detailed messages.
* Return customer phone calls providing sufficient answers to questions
* Perform clerical work such as typing documents, printing and copying.
* File important and confidential documents

Job title: Waitress

Employer: Prestige Holdings (pizza hut)

Duration: 6 months

Job description:

* Great guests and make them feel comfortable.
* Learn menu items and be able to describe them appropriately to guests.
* Take beverage and food orders.
* Deliver beverages and food in a timely manner.
* Check-in with guests to ensure that everything is going well.
* Clear dirty dishes from table.
* Refill beverages throughout the meal.
* Deliver guest’s bill and thank them for dining at the restaurant.
* Work with other servers and be a team player.

Job title: Sales Representative

Employer: Payless Shoe source.

Duration: 3 months

Job description:

* Present, promote and sell products/services using solid arguments to existing and prospective customers
* Perform cost-¬benefit and needs analysis of existing/potential customers to meet their needs
* Establish, develop and maintain positive business and customer relationships
* Expedite the resolution of customer problems and complaints to maximize satisfaction
* Achieve agreed upon sales targets and outcomes within schedule
* Coordinate sales effort with team members and other departments
* Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
* Keep abreast of best practices and promotional trends
* Continuously improve through feedback.

**Affiliations:**

* Member of the rancho Quemado village council
* Member of the Erin parish women’s group

**References:**

1. Name: Grace Bristol

Profession: owner of Thompson Tent Rental

Contact: 289-7337

1. Name: Amy Belton

Profession: Manager at Payless Shoe source.

Contact: 795 – 5477

1. Name: Sarah Jitman

Profession: Manager at Pizza hut

Contact: 373- 7362