#73 Circular Left,

Pleasantville,

San Fernando,

23.11.2017.

To Whom It May Concern

**Re: Application for Employment**

I am keenly interested in being employed by your organization and I am forwarding this application and my appended resume for consideration of employment. I believe that I will be able to contribute to the organization actively, effectively, and efficiently. I am willing, dedicated, and hardworking and up to any and all challenges.

I am confident that I can make a significant contribution to your organization having been

Exposed to extensive work on my pervious vacation jobs. I have experience in customer relation being a sales clerk and cashier giving me varied skills and the ability to work with many different types of people.

I believe my friendly and approachable nature and my strong work ethic would make me a valuable addition to the team.

I am eager to meet with you to further discuss my suitability for the position and can be contacted at 18683680422 or [Shkorawilliams12@gmail.com](mailto:Shkorawilliams12@gmail.com) . I look forward to your response.

Yours respectfully,

Shkora A. Williams

**Shkora A.Williams**

18683680422/18683217379

[Shkorawilliams12@gmail.com](mailto:Shkorawilliams12@gmail.com)

**Objective**

To gain work experience to be prepared for vastly developing economy.

**Education**

I am currently pursing Bachelor in Science degree with a major in Nursing at the University of the Southern Caribbean.

**Working Experience**

Mohammed’s Bookstore (July/August 2013), Coping Express (August 2014), Bally’s shoe store (December 2014 and January2015) and Caribbean Cinemas 10 (July/August 2015)

**Achievements (Pleasantville Secondary 2009-2016)**

Class and school prefect.

Member of the Student Activities Council.

Executive Member of School Advisory Council.

Peer mentor and House captain.

Involved in sports Football, Cricket and Athletics.

I was awarded 2014 most outstanding English B (CSEC) student at Pleasantville Secondary.

Nominated for Global Scholar to represent Trinidad & Tobago at Global Young Leaders Conference.

**Skills**

Flexible team player who prospers in a fast-paced work environment based on past work experienced on my vacation jobs.

Exceptional leadership skills developed through experience in peer mentoring at school.