Date: 1st December,2017 Dear Sir/Madam,

I am hereby applying for a position within your firm that would be suitable to my qualifications thus far,I am able to grasp the technology, knowledge and information effectively to any given task. I am very desirous of joining your company as it has to be a very successful one and of great repute.

To date my achievements are seven (7) CXC passes. I firmly believe that, if you desire my employment in your firm, I will greatly benefit your company as I am patient, hardworking and punctual and my easy going friendly personality allows me to be an excellent team member. As a team member, I can provide:

• Maturity, honesty, ability to look at challenges as opportunities.

• Ability to support and work with a team.

I have enclosed my resume for your review. Thank you for your time and consideration.

Sincerely,

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

Anjali Maraj

Enclosure: Resume.

Dynamic and results-focused individual who has the ability to deliver excellent work with a high degree of enthusiasm and professionalism. Has the intelligence to grasp the technology, knowledge and information effectively to any given task. Acknowledged for the positive attitude to support the development of diverse individuals and support a team oriented approach.

**EDUCATION**

**Trinidad and Tobago Private Candidate:** CXC Examination Certificate 2014.

Qualifications:

1. English A 1
2. Mathematics 2
3. Social Studies 2
4. Principles of Business 2
5. Human and Social Biology 2
6. Physics 3
7. Chemistry 4

**OTHER ACCOMPLISHMENTS**

I had been involved in debate, public speaking and the choir at the Chinmaya Vidyalaya High School.

Participated in Drama and Art at the Couva East Secondary School.

Work experience

Flora’s Catering – 350-8385

Kelvin’s Auto Garage – 796-8772