#5a Thick Village,

Siparia Road,

Fyzabad.

Dear Sir/Madam,

It gives me great pleasure to write to this well-known institution. I have great interest in becoming an employee and therefore I wish to be considered as an applicant for the any vacant position.

I can assure you once given the opportunity; I would be an asset and maintain the level of efficiency of this institution. I have included in the attached sheet details of my qualifications and names of two references that are willing to provide you with any information based on my character and ability.

I am willing to make myself available at any time of your convenience for an interview if you find it necessary.

Thank you.

Yours truly,

Celine Thomas.

**Objective:** To become a valuable employee of the organisation and an outstanding member of my community

**Name:** Celine Kasha Thomas

**Address:** #5a Thick Village Siparia Road, Fyzabad.

**Age:** 24

**Contact Number:** +1 (868)287-3231

**Marital Status:** Single

**Education:** Holy Faith Convent, Penal (2005-2012)

**Ordinary Level (O’Level)**

Agricultural Science 2

Caribbean History 4

English Language 2

English Literature 2

Food and Nutrition 2

Mathematics 3

Principle of Accounts 2

Principle of Business 2

**Advance Level (A’ Level)**

Accounting (unit 2) 5

Economics (unit1) 4

Communication Studies (unit 1) 4

Management of Business (unit 1) 5

**Courses done: -** Introduction to computers: Southern Institution of Further Learning Ltd. Penal

Computer Literacy: Southern Institution of Further Learning Ltd. Penal

Computer Literacy: National Energy Skills Center and Ministry of Education

**Volunteer experience:** Electrical Association for Women (E.A.W) Siparia Branch

HFC Angles

La Divina Pastora R.C. Church Choir

**Extracurricular Activities:** Make-up and Skin Care

Sanfest choir

Abstinence Club

Treasurer of Agriculture Science Club

Student Council Representative

Class Prefect

**Work Experience:** La Vie 3:16 Gulf City Mall La Romaine

D & E Enterprise High Street Siparia

On-the-Job Training at South Oropouche R.C. School

Mobile Luxuries Gulf City Mall La Romaine

**References:** Mr. Sheldon Mendoza

Police Officer

Contact Number: - +1868-320-5210

Alicia Ayoung

Business Operation Assistant 1

Contact Number - +1868-731-3626