***Sakile Maingot***

         # 8 Road Palo Seco, Trinidad and Tobago (c) | 1868-292-0835 |sakilemaingot@gmail.com

**Objective**

My goal is to become associated with your company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

**Mission Statement**

In all my years of employment though few I’ve known myself to be a dedicated and hard working person. I’ve proven reliability and dependability in every area of work. I’ve always been successful in all my challenges thrown to me thus far. I will always do my best to prove myself to the best of my abilities.

**Professional  summary**

Highly  ambitious, exceptional  leader talented with background in sales, with outstanding relationship building, training and presentation skills.

**Education**

**Graduate of the Civilian Conservation Corp: 2017**

Where I completed a secretarial course which consist of;

* Office Procedures
* Accounts
* Business Communication
* Type Writing and
* Computers

**High School Diploma: 2014**

Palo Seco Secondary School: Palo Seco

Graduated Palo Seco Secondary in 2014 receiving 5 o level passes

         Mathematics grade 3

         English A grade 2

         English B grade 2

         History grade 3

         Geography grade 3

**Primary school diploma:2009**

Palo Seco Primary School: Palo Seco, Graduated Palo Seco Primary School receiving several awards for most outstanding student, most helpful, outstanding performances in mathematics and composition

**Hobbies**

Makeup

Drama

Art

**References**

**Name:** Davanand subnik

**Address:** Santa Flora

**Telephone:** 3540243

**Name:** Yoki Gumbs

**Address :** Fyzabad

**Telephone:** 7727737

#8 Road

Palo Seco

2920835

Sakilemaingot@gmail.com

Dear hiring manager,

I am writing to show my interest in a permanent position at your company. I am a hardworking past graduate of the Civilian Conservation Corp and I believe I would be able to fill this role with my energy and enthusiasm.

Apart from my strong academic position, I have taken part in many school and community events which have allowed me to develop strong communication and team-work skills. I am an ambitious and punctual individual and often recognized for my commitment and ability by highly respected individuals. I handle multiple tasks on a daily basis competently, working well under pressure. Frequent acknowledgement of my contribution as a student at Palo Seco Secondary School illustrates my potential value to your company.

It would be my pleasure to share my skills and knowledge with your company and contribute to make it better in any way possible. That is if you allow me the opportunity to do so. My enclosed resume provides additional information about all my qualifications for this job and I would welcome the opportunity for this.

Sincerely,

Sakile Maingot

Enclosure