**OBJECTIVE:**

Seeking an entry level position where my strong written and verbal communication skills are well utilized, to uphold the company’s image before its customers.

**PROFILE STATEMENT:**

Self-motivated and hardworking individual who is able to use my initiative and problem solving acumen to successfully deal with challenges and effectively handle difficult situations. Detail oriented, highly organized, energetic and fast learner who is committed to excellent service.

**DATE OF BIRTH:** 02ND JULY, 2000

**EDUCATION:**

2005-2012 Tranquility Government Primary School

2012-2017 South East Port-Of-Spain Secondary School

2017-2018 University Of The West Indies

**(Business Management Course, Part time class; From 5:30 p.m. – 8:30, Only on Mondays, Wednesdays and Fridays.)**

**QUALIFICATIONS:**

EDPM I

English II

Information Technology I

Mathematics II

P.O.A II

P.O.B II

To whom it may concerned,

I’m highly motivated candidate willing to fulfil a challenging part-time-job while I’m studying business management in ‘The University Of The West Indies’. I attend to school only on Monday, Wednesday and Fridays.

I know that ‘Papa John’s Pizza’ is a fast paced food industry that needs things to be done on point and done precisely. I will assure you that my presence at your dining institute will be a pleasant experience. I’m responsible, assertive, charismatic and goal oriented. I have enclosed a resume which details my qualifications.

I would like to meet with you to discuss your open positions for a ‘Papa John’s Pizza’ team member. If you wish to arrange an interview, please contact me at the above address or by cell phone.

Thanks for your time and consideration.

Sincerely,

Anelka Lee

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