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The Human Resource Manager

**RE: APPLICATION FOR EMPLOYMENT**

TO WHOM IT MAY CONCERN

I would like to express my interest in an entry-level position or any existing vacancy suitable for my qualifications. I have acquired practical working experience, possess good communication skills, can adapt to any situation and I am a fast learner.

I am an individual with a strong desire to succeed, open-minded and also willing to work hard for personal advancement as well as the advancement of the company. I am determined and confident, competitive when necessary and an encouraging team player while maintaining a pleasant personality. In me, you’ll discover an honest, reliable, detail-oriented, professional, extremely hard-working employee who is able to work within deadlines and under pressure.

After reviewing the enclosed resume, I would appreciate the opportunity to meet with you and explore any possible job opportunities at your company. If given the chance, I am willing to work diligently for the benefit of the company and its success. Should my application meet your approval, I am available for an interview at your convenience.

Any interest given to my application is greatly appreciated.

Yours respectfully,

………………………

MR. DERELLE JACOB

**DERELLE JACOB**

#16 Jacob Settlement,

Santa Flora.

868-313-9669

derelleakastuwie@gmail.com

**OBJECTIVES:**

* To encourage others to push hard towards achieving their goals.
* To work exceedingly hard to complete given tasks.
* To set good examples for my fellowmen.

**EDUCATION:**

**Palo Seco Secondary (CXC) – Graduated June 2014**

* English A
* Office Administration
* Mathematics
* Social Studies
* Food and Nutrition
* POB

**National Energy Skills Center (N.E.S.C) – Graduated September 2015**

* Shielded Metal Arc Welding- Certificate and welders code

**EMPLOYMENT HISTORY**

* **Romanian Security Services – Security Officer– October 2015- March 2016**
* **Mickey’s General Contracting and Maintenance- Welder-April 2016-December 2016**
* **R.E.A.L Services- Visiting Officer- December 2016-May 2017**
* **Seegobin Brothers Limited- Lorryman- July 2017- January 2018**

**HOBBIES AND INTERESTS**

* Reading
* Football
* Driving
* Surfing the web
* Cycling
* Welding
* Spending quality time with close friends and family
* Outdoor activities
* Goalkeeping at the Siparia Police Youth Club

**PROFESSIONAL SKILL - Welding (intermediate level)**

**REFERENCES:**

* Mrs. Treverlin Davis Guerra (C.E.O R.E.A.L Services) 3348974
* Mr. David Thomas (Welder/ Fabricator) 3635657
* Ms. Sparkle Baillie (Hairdresser) 3763775
* Ms. Cheryl Forbes (Teacher) 7213721