Jeneva Garvin

#5 Marjorie Street,

La Romaine.

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

I wish to submit my application for the Pharmacy Assistant position within your institution.

I’m currently attending the University of the Southern Caribbean.

I‘ve had the opportunity to provide personal care for persons in need and I’m very enthusiastic to be employed by your institution. My dedication and vigor as a hard worker is a testament of my commitment to execute my duties as professional. The knowledge and experience I have gained in the sphere of patient care and customer service has prepared me for the position to which I am applying. I can be a great asset to your institution if given the opportunity.

Attached is a copy of my resume which outlines the details of my qualifications and experience. References will be available upon request.

I am available for an interview at your convenience at the numbers provided.

Yours Respectfully,

JENEVA GARVIN

**JENEVA GARVIN**

#5 MARJORIE STREET – LA ROMAINE

**CELL** – 313 -5761/382 – 8777

**EMAIL** – [jenevagarvin@live.com](mailto:jenevagarvin@live.com)

**………………………………………………………………………………………………………………………………………………………………………………………………………………**

**EDUCATION**

(SECONDARY SCHOOL)

LA ROMAINE HIGH SCHOOL

ENGLISH 1, SOCIAL STUDIES 2, INFORMATION TECHNOLOGY 3, PRINCIPLES OF BUSINESS 3, PRINCIPLES OF ACCOUNTS 3. MATHEMATICS (AWAITING RESULTS)

**(TERTIARY)**

I’M CURRENTLY ATTENDING THE UNIVERSITY OF THE SOUTHERN CARIBBEAN PURSUING

MY BACHELORS IN NURSING

&

AMT – AMERICAN MEDICAL TECHNOLOGIST PURSUING

MY CERTIFICATE IN PHLEBOTOMY

**………………………………………………………………………………………………………………………………………………………………………………………………………………**

**SKILLS**

Certificate in CPR/ First Aid

CERTIFICATE IN BALLOON DECORATION

**YTEPP**

COMPUTER LITERACY (AWAITING CERTIFICATE)

**………………………………………………………………………………………………………………………………………………………………………………………………………………**

**WORK EXPERIENCE**

**ON THE JOB TRAINING (OJT)**

LA ROMAINE ROMAN CATHOLIC PRIMARY SCHOOL

POSITION HELD: ASSISTANT TEACGER

**JTA SUPERMARKET LTD**

CROSS CROSSING

POSITION HELD: CASHIER

**MT. PARAN HOME FOR THE AGE**

DUNCAN VILLAGE

POSITION HELD: STUDENT NURSE (GERIATRIC)

**WEST PORT**

GULF VIEW

LA ROMAINE

POSITION HELD: SALES CLERK

**CATWALK**

GULF VIEW

LA ROMAINE

POSITION HELD: SALES CLERK

**HOME GOURMET**

MARABELLA

SAN FERNANDO

POSITION HELD: KITCHEN ASSISTANT/ WAITRESS

**………………………………………………………………………………………………………………………………………………………………………………………………………………**

**HOBBIES**

SINGING, DANCING, LISTENING TO MUSIC, READING, SPORTS

**………………………………………………………………………………………………………………………………………………………………………………………………………………**

**REFERENCES:**

YVETTE GEORGE

PRIMARY SCHOOL TEACHER

POINT FORTIN

361-3295

DONNA DE MAS

HERBAL LIFE COACH

PALO SECO

322-2448